

RANGE N01

**JTC NO. CT7
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Imaging Technician II

DATE PREPARED: Fall 2006

DATE REVISED: Spring 2009; Summer 2012; Summer 2013; Fall 2016

GENERAL SUMMARY:

Assists with the conversion of department records to document imaging system for long-term storage in accordance with applicable federal and state law, standards, and departmental procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Operates digital imaging scanning equipment.
- Performs quality control review of scanned images to ensure image quality requirements are met.
- Reviews documents for the extraction of index information and inputs into imaging system.
- Responsible for maintaining the confidentiality of sensitive information.
- Assist with historical microfilm/and microfiche retrieval on ScanPro 2000 .
- Performs routine maintenance on assigned equipment.
- Assists with maintaining records management databases to identify, categorize, store, retrieve and dispose of records.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the Document Media Analyst; second level supervisor is the District Manager of Records.

PHYSICAL EFFORT REQUIRED:

Requires the ability to lift and move moderately heavy equipment and materials weighing up to 50 pounds.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent plus one year of office experience. Attention to detail required. Ability to communicate effectively with individuals from diverse backgrounds. Proven knowledge and experience providing effective customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

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revised: 04/2009-ccp
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revised: 12/2016 - emm
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