

<b>TITLE:</b> <u>Imaging Clerk II</u>	<b>SALARY</b>	<b>CLASS</b>
	<b>SCHEDULE:</b> <u>Staff</u>	<b>CODE:</b> <u>SA409</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>SALARY</b>	<b>EEO</b>
	<b>GRADE:</b> <u>2</u>	<b>CODE:</b> <u>40</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Oversee and participate in media imaging techniques reproducing, scanning, indexing and archiving records, materials and documents to ensure secure data storage and accessibility. Perform standardized work routines operating technical microfilm imaging equipment.

**ESSENTIAL JOB FUNCTIONS**

- Oversee and coordinate microfilm and reproduction services. Participate in scanning, editing, splicing, indexing and archiving records, materials and documents pertaining to student or employee data via microfilm imaging techniques. Schedule and prepare records prior to image processing; monitor and review quality, accuracy and quantity of produced documents.
- Operate technical microfilm imaging equipment, e.g. reader, printer, embosser, scanners and micro-computer. Troubleshoot and provide routine repair and maintenance of technical equipment. Maintain supply and equipment inventory and related service maintenance contracts.
- Provide functional work direction of assigned tasks to an average number (3-6) of student and part-time technician support personnel. Assign and monitor work activities. Train in appropriate technical methods and procedures. Assist in interview, selection and review of subordinate staff.
- Compile data and prepare activity reports on productivity, workflow and general operational activities and services. Identify and resolve problems involving microfilm equipment operations. Maintain record of client services.
- Answer routine inquiries regarding department services; resolve problems and respond to questions on general operations. Contact outside vendor representatives (e.g. film laboratories) and appropriate University personnel pertaining to microfilm imaging services. Keep abreast of current imaging techniques, equipment and materials.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This intermediate classification level is designed to oversee and perform media imaging techniques applying standardized work methods and procedures operating technical microfilm reproduction equipment and applications. Work activities include performing media imaging techniques, such as scanning, indexing, editing, splicing and archiving a large volume of records, documents and/or materials pertaining to student and/or employee data. Functional supervision is exercised over an average number (3-6) of student and part-time technician support personnel. This classification is generally located in a School, College, Division or Center/Institute possessing a large library of student or employee records. This classification reports to and receives work direction from a supervisor level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience.
- Some supervisory experience preferred.
- Accuracy and attention to detail in working with a large volume of data and records.
- Familiarity with micro-computer based application software and hardware utilized in computerized records management preferred.
- Familiarity with application software for scanning, indexing and archiving records into optical storage media preferred.
- Ability to prioritize; strong organizational skills.
- Typically, incumbents have held positions as entry level Imaging Clerks.