

<b>TITLE:</b> <u>Sr. Imaging Clerk</u>	<b>SALARY</b> <b>SCHEDULE:</b> <u>Staff</u>	<b>CLASS</b> <b>CODE:</b> <u>SA407</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>SALARY</b> <b>GRADE:</b> <u>3</u>	<b>EEO</b> <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, coordinate and participate in media imaging techniques, scheduling and preparing records, materials and documents for image processing to ensure secure data storage and accessibility through a computerized records management system. Perform procedural work routines operating and troubleshooting computer imaging equipment and software applications.

**ESSENTIAL JOB FUNCTIONS**

- Oversee and coordinate optical disk media imaging operations and services. Schedule and establish work activities; develop system procedures and operations to meet department objectives.
- Scan, index and archive records, materials and documents pertaining to student or employee data via media imaging techniques. Participate in data entry of information into computer records management system. Oversee preparation of records prior to image processing; monitor quality, accuracy and quantity of scanned documents.
- Operate technical computer imaging equipment, e.g. micro-computers, scanners and various software applications. Troubleshoot and provide repair, maintenance and resolution of systems hardware and software problems, e.g. rebuild software applications, replace cables and cords, install new releases to system software, etc. Research and determine appropriate methods of repair.
- Compile data and prepare productivity reports regarding the progress of conversion or the transfer of manual files to a computerized records management system. Develop and prepare documentation, procedure manuals and statistical charts and guides for internal and external usage. Identify and resolve scanning and indexing problems involving system hardware and software.
- Provide functional supervision to a small number (1-3) of Imaging Clerks and student support personnel. Assign, monitor and review work activities. Train in optical disk media imaging methods and usage of database management software applications.
- Answer inquiries regarding department operations and services; identify and resolve routine problems regarding system hardware and software; route non-routine inquiries to appropriate personnel. Contact outside vendor representatives and appropriate University technical personnel regarding optical desk media imaging services. Keep abreast of current imaging equipment, materials and techniques.

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.

- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This senior classification level is designed to oversee, coordinate and participate in scheduling, indexing and archiving records, documents and materials pertaining to student and employee data through the application of media imaging techniques. Work activities necessitate the application of procedural work routines operating technical micro-computer equipment and software applications, e.g. MDMARS, EXCEL, Cricket Graph, etc. Work routines involve thinking within well defined, but somewhat diversified procedures. Functional supervision is exercised over a small number (1-3) of Imaging Clerks and student support personnel. The incumbent should have experience with micro-computer based application software and hardware; strong data entry skills and keen attention to detail. This classification is generally located in a School, College, Division or Center/Institute possessing a large library of files pertaining to student or employee records. This classification reports to and receives work direction from a professional administrative position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience.
- Some experience with micro-computer based application software and hardware utilized in computerized records management.
- Some supervisory experience.
- Some experience with application software utilized for scanning, indexing and archiving records into optical storage media.
- Ability to type with speed and accuracy; data entry skills.
- Strong organizational skills.
- Accuracy and attention to detail in working with a large volume of data and records.
- Good oral and/or written communication skills.
- Ability to communicate effectively with others.
- Typically, incumbents have held lower level Imaging Clerk positions.