

The University of Texas at San Antonio

Job Description

Job Title: Imaging Technician II
Code: 13654
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide advanced skills in the imaging and indexing student, academic and/or business documents requiring independent judgment and initiative.
- Scope: Responsible for imaging and indexing documents for a department or office.

Duties

- Typical:
 1. Receives, sorts and screens documents to be scanned.
 2. Scans documents according to appropriate type and lay-out.
 3. Indexes scanned documents.
 4. Creates initial IDs, document types, and indexing parameters.
 5. Monitors the imaging process and makes recommendations for improvements.
 6. Performs quality control on imaging documents to ensure accuracy.
 7. Trains lower level technicians.
 8. Performs other duties as assigned.
- Periodic:
 1. Assist with maintaining the process procedures manual.
 2. Attends meetings as requested.

Education

Required	Preferred
High School graduation or GED.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years of clerical experience.	Experience indexing and scanning documents. One year of experience with BANNER SCT.

Equipment

Required	Preferred
Use of personal computer, scanner and other standard office equipment.	Strong desire and ability to learn a variety of specialized computer software.

Working Conditions

Usual	Special
Usual office conditions.	Some overtime or evening hours may be required.

Supervision

Received	Given
Direct supervision from departmental supervisor.	May supervise student workers.

Accuracy

Proficiency in all phases of assigned duties.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
