

MAJOR FUNCTION

This is responsible technical work preparing and scanning or importing documents into the City's Electronic Documents Management System (EDMS) with the use of a computer. Work includes assigning appropriate file attributes using automated and ad hoc system functions; performing quality control reviews as needed and disposing of files in accordance with state approved guidelines. Job class incumbents must develop and employ extensive knowledge of records prepared or retained by outside departments and adhere to a detailed and stringent production schedule, particularly when working jointly with other departments. The work is performed under the general supervision of an administrative supervisor and is reviewed for achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Picks up or receives records scheduled for imaging, inspects and prepares documents for scanning, and completes tasks in accordance with customer specifications. Utilizes advanced technology (virtual rescan) to insure that documents are clearly viewable on the imaging system; advises/coordinates with department(s) to identify end-product needs and selects the most effective and efficient processes for task completion, in accordance with the agreed upon specification. Examines work for correct quality and quantity. Keeps records of work performed and uses same to reconcile automated counts generated by imaging system reports. Records production date on task orders and daily reports. Assists in executing the equipment maintenance program, including carrying out operator responsibilities, preventive maintenance requirements, and repair service criteria for equipment service suppliers. Assist departments in the screening and selecting of records for retirement or disposal. Assists with the identification of appropriate storage location for records at the Records Center and physically moves boxes to fit the layout. Provides trouble-shooting assistance to EDMS users in various areas, i.e., equipment malfunctions, software retrieval questions, etc. Prepares and updates inventory list of records stored in retention center. Performs related work as required.

Other Important Duties

Provides customer assistance as needed. Participates in training or developmental opportunities as scheduled by supervisor. Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of records retention procedures. Knowledge of imaging. Extensive knowledge of imaging system components, particularly those involving document capture and clean-up. Ability to carry out oral and written instructions. Ability to communicate with customers in a manner conducive to successful job performance. Ability to work under pressure within imposed deadlines. Ability to troubleshoot equipment malfunctions. Ability to reference and interpret the statutes, regulations, and standards relating to the maintenance, safeguarding, security, and disposal of public. Ability to maintain complete and accurate records. Ability to follow oral and written instructions. Ability to do some heavy lifting. Skill in the operation of equipment used in job performance, including microcomputers and some related programs and applications.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of experience that includes records management or operating document imaging equipment; or an equivalent combination of training and experience. Education beyond the high school level may substitute for up to one year of the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license is required at the time of appointment for designated positions.

Revised: 12-20-79
09-23-83
01-17-90
02-09-99
04-12-04
09-14-05
02-19-10*