

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Document Scanner Operator

Class Code: 20832
Pay Grade: GB

A. Purpose:

Prepares and scans documents and performs routine equipment maintenance.

B. Distinguishing Feature:

The Document Scanner Operator operates a personal computer or computer work station, utilizing a document scanner and image capture software, to electronically capture documents generated by various departments in state government.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Scans various documents by operating a document scanner and image capture software to ensure all images are captured and indexed according to the instructions.
2. Prepares documents for scanning by sorting, categorizing, taping tears, and removing staples to prevent jams or damage to the equipment.
3. Maintains scanning equipment by cleaning the machine to ensure efficient operation of the equipment.
4. Verifies quality and correctness of imaged documents; rescan unacceptable or unreadable documents; fix documents prepped incorrectly; and review and/or input indexing information of imaged documents.
5. Maintain logs and reviews scanner error logs to trouble shoot scanner issues.
6. Destroys documents by recycling or shredding to ensure the project is in compliance with records management regulations.
7. Performs other work as assigned.

D. Reporting Relationships:

Typically no subordinates report to this position.

E. Challenges and Problems:

Challenges facing the incumbent include keeping an accurate record and log of documents scanned and learning the appropriate scanner and image capture software job setups to use.

Problems facing the incumbent are determining when to do rescans of poor quality images, deciding whether a document's condition will stand up to being scanned or if a copy of the document should be used, determining if documents have been prepped incorrectly; locating

documents with little or no information, clearing paper jams, and making minor adjustments on the equipment to make the equipment function properly.

F. Decision-making Authority:

Decisions include determining the severity of equipment malfunctions and determining scanner supplies to order.

Decisions referred include resolving document prepping problems with agencies not following the procedures for submitting materials to be scanned, determining the need for new equipment, and determining documents to shred, recycle, or store after scanning.

G. Contact with Others:

The incumbent has daily contact with various departments to receive or deliver scanning projects or to get more information on a project; and contact with equipment repair persons to explain the nature of the machine malfunctions.

H. Working Conditions:

The incumbent works in an office and a storeroom. Boxes weighing up to 50 pounds must be moved from the storeroom to the work area.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- computer hardware and software.

Ability to:

- understand and apply instructions;
- communicate information clearly and concisely;
- count accurately and record numerical and alphabetical data onto forms;
- compare information and recognize discrepancies;
- perform heavy lifting.