

**Document Services Technician I**

Salary Group: A09

Class Code: 0180

<b><u>CLASS TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>SALARY GROUP</u></b>	<b><u>SALARY RANGE</u></b>
<b>DOCUMENT SERVICES TECHNICIAN I</b>	<b>0180</b>	<b>A09</b>	<b>\$23,781 - \$34,859</b>
DOCUMENT SERVICES TECHNICIAN II	0181	A11	\$26,332 - \$41,355
DOCUMENT SERVICES TECHNICIAN III	0182	A13	\$29,439 - \$46,388
DOCUMENT SERVICES TECHNICIAN IV	0183	A15	\$32,976 - \$52,045
DOCUMENT SERVICES TECHNICIAN V	0184	A17	\$36,976 - \$58,399

**GENERAL DESCRIPTION**

Performs routine (journey-level) electronic document imaging and printing services work. Work involves operating and maintaining digital imaging equipment and software, scanners, and reproduction and bindery equipment; and scheduling and completing print orders and other duplication services. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Reviews, sorts, organizes, and prepares documents for imaging into an electronic format; and determines correct format and proper equipment settings to produce clear, high-quality images.

Stores and retrieves imaged documents.

Sets up, programs, and operates reproduction or bindery equipment.

Maintains daily production records and materials expended.

May prepare printed material for storage or delivery.

May assist in troubleshooting equipment problems and starting corrective action.

May order supplies.

Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES****EXPERIENCE AND EDUCATION**

Experience in the operation of digital imaging equipment and software, scanners, and bindery or reproduction equipment. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the operation and maintenance of digital imaging equipment and scanners; the types, varieties, and uses of papers, inks, chemicals, developers, and fixers in the operation of duplicating and reproduction equipment; the operation and adjustment of duplicating and bindery equipment; and computer operations and communication networks.

Skill in the operation of bindery, duplicating, and reproduction equipment; and in the use of a computer and applicable software.

Ability to understand and follow directions for scanners and digital imaging equipment and its software, and to communicate effectively.