

**Document Services Technician III**

Salary Group: A13

Class Code: 0182

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DOCUMENT SERVICES TECHNICIAN I	0180	A09	\$23,781 - \$34,859
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 highly complex (senior-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. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Operates, adjusts, maintains, and determines proper settings for reproduction, imaging, or bindery equipment.

Determines procedures and methods for handling job orders.

Checks quality of finished jobs to ensure adherence to standards.

Maintains production logs, prepares reports, and orders supplies.

Assists with the preparation of production reports.

Assists in troubleshooting equipment problems and starting corrective action.

Assists with the delivery of finished jobs.

May make recommendations for equipment purchases.

May provide guidance to others.

Performs quality control and examines products for defects.

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 communications 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; to communicate effectively; and to provide guidance to others.