



Document Services Technician IV

Salary Group: A15
Class Code: 0183

<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 advanced (senior-level) electronic document imaging and printing services work. Work involves the operation and maintenance of 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 limited 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 job priorities and schedules print orders.

Inspects job layouts and checks quality of finished jobs to ensure adherence to standards.

Analyzes documents to determine and rectify files that have been aborted, cancelled, corrupted, or are in need of further review and corrective action before processing into computer files; repairs damaged documents.

Arranges the delivery of finished jobs.

Makes recommendation for equipment purchases.

Maintains records and prepares monthly reports.

Prepares production reports.

Assists with the storage and disposition of records.

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.