

**Document Services Technician I**

Salary Group: A09

Class Code: 0331

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DOCUMENT SERVICES TECHNICIAN I	0331	A09	\$23,781 - \$34,859
DOCUMENT SERVICES TECHNICIAN II	0332	A11	\$26,332 - \$41,355
DOCUMENT SERVICES TECHNICIAN III	0333	A13	\$29,439 - \$46,388
DOCUMENT SERVICES TECHNICIAN IV	0334	A15	\$32,976 - \$52,045
DOCUMENT SERVICES TECHNICIAN V	0335	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, 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 work. 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; of types, varieties, and uses of papers, inks, chemicals, developers, and fixers used in the operation of duplicating and reproduction equipment; of the operation, and adjustment of duplicating and bindery equipment; and of 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.