

**Alaska Court System
Class Specification**

IMAGING TECHNICIAN II

Range: 10

EE04: 06

SOC: 43-9071

Class Code: C0188

Definition:

Under general supervision, an Imaging Technician II operates microfilm and imaging equipment to convert source documents to a microfilm media.

Distinguishing Characteristics:

Imaging Technician II is the journey level of the Imaging Technician series. Incumbents are fully trained to perform various micrographics processes and procedures, and perform the more standardized functions of Record Management Services. Incumbents independently handle most issues that arise; unusual problems or questions are generally referred to a superior. Incumbents may assist in the training of new employees.

Positions in this job class series are flexibly-staffed. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Supervision Received: An Imaging Technician II works under the general supervision of a higher level professional. Supervision is received through personal conference, general observation of work in progress, and regular review by supervisor of completed work.

Supervision Exercised: Supervisory duties are not typically assigned.

Complexity of Tasks: An Imaging Technician II performs duties involving the application of well-defined practices and policies, the use of several procedures, and the making of minor decisions within prescribed guidelines.

Independent Judgment: Procedures and directions are specifically defined within the limits of established policy and procedure; incumbents occasionally make decisions requiring the exercise of independent judgment.

Examples of Duties:

Operate various computers, scanners, and other micrographic equipment to convert source documents into high quality products conforming to industry standards.

Prepare case file boxes for scanning.

Identify confidential, non-permanent and permanent documents.

Receive, inventory, and prepare closed files/papers for archiving.

Verify digital images for adherence to quality control standards.

Visually audit and verify documents for overlaps, index errors, or legibility to adhere to quality control standards and make corrections.

Operate microfilm readers to visually inspect filmed images.

Quickly maneuver through TrakMan (document management system).

Maintain logs/reports to document individual production and reporting of individual time.

Create duplicate audio.

Move boxes in the workflow.

Act as backup in the microfilm processing laboratory.

Train, direct, and correct CWS workers.

Assist in audio tape inventory in preparation for archiving.

Complete file requests.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

An Imaging Technician II requires knowledge of:

- Operation of microfilm equipment.
- Standard office software and computer equipment.

An Imaging Technician II requires skill in order to:

- Operate, adjust, and perform minor repairs of microfilm equipment.
- Operate standard and specialized office equipment and software applications.

An Imaging Technician II requires the ability to:

- Perform standard micrographics processing work.
- Operate micrographics equipment for long periods of time.
- Verify the quality of microfilmed images by performing frame-by-frame visual inspection.
- Adhere to stringent quality control standards.
- Follow oral and written instructions.
- Lift boxes that weigh up to 40 lbs.
- Ask questions and elicit required information.

Minimum Qualifications:

One year of experience as an Imaging Technician I AND completion of the flexible training plan AND the ability to type at least 40 words per minute.

03/99 – Original

06/03 – Revised MQ's

09/07 – Revised, WPA

06/10 – Revised, Salary Range Change, Title Change

04/13 – Revised