



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0021
0022

DOCUMENT IMAGING SPECIALIST

SCOPE OF WORK:

Work involves activities associated with imaging, identification, coding, filing, storage, retrieval, and maintenance of documents utilizing computer-based electronic document imaging and processing software and hardware.

DUTIES PERFORMED AT ALL LEVELS:

- Receive, sort, and batch mail in preparation for the imaging process; prepare documents for imaging by removing staples and taping tears.
- Operate a personal computer or computer workstation utilizing document imaging/processing software.
- Operate document imaging hardware to provide images in the format required for further processing.
- Utilize software to perform electronic document transfer to or from storage; conduct document retrieval and routing.
- Perform imaging of documents; verify quality and correctness of imaged documents; rescan unacceptable or unreadable documents.
- Perform related administrative tasks such as logging, counting, reporting, etc.
- Clean and maintain imaging equipment.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

DOCUMENT IMAGING SPECIALIST I

0021

GRADE C

LEVEL DEFINITION:

Work at this level is characterized by the routine and recurring nature of preparing and imaging documents for storage.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of clerical work experience that included use of personal computer or workstation software for document preparation and processing.

DOCUMENT IMAGING SPECIALIST II

0022

GRADE E

LEVEL DEFINITION:

This level of the series performs document imaging and electronic indexing utilizing the full range of a complex coding system. The process requires knowledge of all stages of the imaging process from receipt of mail through imaging, coding, distribution, and storage of documents.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Search for and input indexing information for all types of documents at all levels of complexity.
- Utilize software to perform electronic document transfer among organizational work units.
- Perform quality review of processed documents to ensure integrity of the imaging and indexing process.
- Review processing and storage resources to ensure effective utilization.
- Provide guidance to other staff in proper document preparation, scanning, and indexing procedures.
- Perform periodic administrative reports regarding volume, processing time, etc., as needed by supervisory personnel.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of clerical work experience that included use of personal computer or workstation software for document preparation and processing. At least one year of experience must have required document processing similar in the variety and complexity of documents as those to be processed. One year of college with major course work in records management may substitute for one year of work experience.

Eff. Date: 3/95

Rev: 3/03 – Changed the duties and responsibilities, class evaluation, and grade of Level I

Rev: 7/12 – Conversion to Hay System