

TITLE: <u>Imaging Clerk I</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA408</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY GRADE: <u>1</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

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**POSITION PURPOSE**

Participate in media imaging techniques scanning, indexing and archiving records, materials and documents to ensure secure data storage and accessibility through the application of a computerized record management system. Perform standardized work routines operating technical computer imaging equipment and software applications.

**ESSENTIAL JOB FUNCTIONS**

- Scan, index and archive records, materials and documents pertaining to student or employee data via media imaging techniques. Participate in data entry of information into computer records management system. Prepare records prior to image processing; monitor quality, accuracy and quantity of scanned documents.
- Operate technical computer imaging equipment, e.g. micro computers, scanners and various software applications.
- Participate in general office functions as needed. Receive and answer telephone calls; respond to inquiries; take messages and/or route to appropriate personnel. Interface with various University personnel and outside vendor representatives regarding departmental activities.
- Perform related work as assigned.

**ADDITIONAL COMMENTS**

This entry level classification is designed to scan, index and archive records, materials and documents through the application of optical disk media imaging techniques to ensure secure record storage and availability when responding to inquiries. Work activities involve the application of standardized work methods and procedures operating technical computer equipment and software applications. This classification is generally located in a School, College, Division or Center/Institute possessing a large library of files pertaining to student or employee records. This classification reports to and receives work direction from a professional administrative position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to type with speed and accuracy; data entry experience may be required.
- Accuracy and attention to detail in working with a large volume of data and records.
- Some clerical office experience preferred.
- Good oral and/or written communication skills.
- Ability to communicate effectively with others.
- Typically, incumbents have worked in an office setting, providing clerical support.

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