

IMAGING TECHNICIAN

DEFINITION

Under general supervision, operates optical imaging equipment and performs related work as required.

EXAMPLES OF DUTIES

Scans documents using specialized computer software in accordance with established practices and procedures; performs quality control and image preservation procedures; prepares zip files of daily recordings and sends them to customers via the Internet; operates specialized servers for imaging; communicates with hardware and software vendors regarding error messages and system malfunctions; communicates with title insurance company representatives regarding the quality of the images they purchase; back-scans older documents using specialized equipment and may assist in other routine clerical operations as necessary.

EMPLOYMENT STANDARDS

Education and Experience: Must be able to read and write and have any combination of training and experience equivalent to six months operation of optical imaging system equipment or advanced computer systems. Experience with real estate documents is preferred.

Knowledge, Skills and Abilities:

Knowledge of optical imaging systems, hardware and software; knowledge of modern office procedures and practices; effective oral and written communication skills; ability to operate optical imaging equipment; ability to make adjustments and minor repairs to equipment; ability to exercise a limited degree of judgment and to perform duties without error; ability to spell and use correct grammar; ability to make simple arithmetic calculations with accuracy; ability to maintain simple records; ability to operate standard office machines; ability to maintain effective relationships with other employees and the public; ability to type a minimum of 35 wpm with accuracy; ability to type neatly and accurately.

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