

**Document Services Technician IV**

Salary Group: A15

Class Code: 0334

<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
<b>DOCUMENT SERVICES TECHNICIAN IV</b>	<b>0334</b>	<b>A15</b>	<b>\$32,976 - \$52,045</b>
DOCUMENT SERVICES TECHNICIAN V	0335	A17	\$36,976 - \$58,399

**GENERAL DESCRIPTION**

Performs advanced (senior-level) electronic document imaging and printing services work. Work involves the operation and maintenance of digital imaging equipment and software, scanners, reproduction and bindery equipment; and scheduling and completing print orders and other duplication services. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Operates, adjusts, maintains, and determines proper settings for reproduction, imaging, or bindery equipment.

Determines job priorities and schedules print orders.

Inspects job layouts and checks quality of finished jobs to ensure adherence to standards.

Analyzes documents to determine and rectify files that have been aborted, cancelled, corrupted or are in need of further reviewing and corrective action before processing into computer files; repairs damaged documents.

Arranges the delivery of finished jobs.

Makes recommendation for equipment purchases.

Maintains records and prepares monthly reports.

Prepares production reports.

Assists with the storage and disposition of records.

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 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 communications 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.