

**Document Services Technician V**

Salary Group: A17

Class Code: 0335

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

**GENERAL DESCRIPTION**

Performs highly advanced (senior-level) electronic document imaging and printing services work. Work involves the operation and maintenance of electronic document imaging and printing services, reproduction and bindery equipment; and the scheduling of print orders and other duplication services. May serve as a lead worker providing direction to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Determines job priorities and schedules print orders.

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

Ensures production standards are followed and evaluates production processes for effectiveness and efficiency.

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.

Ensures delivery of finished jobs.

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

Reviews and edits images and documents, and performs quality control and examines products for defects.

Prepares and reviews production reports.

Assists with the storage and disposition of records.

May serve as a lead worker providing direction to others.

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, to communicate effectively, and to serve as a lead worker providing direction to others.