

RECORDS AND ARCHIVE TECHNICIAN

DEFINITION

Performs work involving the operation of imaging equipment, related software, and troubleshoots equipment and imaging issues.

TYPICAL DUTIES

Operates document imaging and peripheral equipment.
Checks program instruction sheet to set up equipment for each program run.
Prepares and cleans documents prior to scan job.
Scans and verifies data fields on documents for extracts and archiving.
Digitizes and indexes scanned documents.
Indexes and performs quality assurance measures on digitized documents and images.
Downloads software updates and drivers.
Analyzes machine stoppages to determine if they are due to machine malfunction or program problems and takes corrective action.
Calibrates and cleans imaging equipment before a production run.
Maintains records of work completed.
Answers telephone inquiries relating to work progress and may contact vendor engineers in regard to machine malfunctions.
Maintains and update files for machine operating instructions.
Sets up imaging and peripheral equipment to retrieve records and transfer onto other medium types.
Uploads and downloads scanned data using various protocols and hardware devices.
Inspects records at a school or district office in preparation for scanning.
May train, assign, and check the work of assigned temporary staff to ensure the accurate operation of imaging equipment as well as the performance of related clerical duties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Records and Archive Technician performs and intermittently exercises limited technical supervision over work involving the operation of imaging equipment, and performs related duties.

The Senior Records and Archive Technician provides technical direction to Records and Archive Technicians and clerical staff; and performs the higher-level technical duties of the unit.

A Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include work direction of a small group of personnel.

SUPERVISION

General supervision is received from a higher-level employee. Limited technical supervision is exercised over the operation of imaging devices.

CLASS QUALIFICATIONS

Knowledge of:

- Microfilm and scanning practices and procedures for the retrieval, reprinting, and scanned documents
- General clerical practices
- District policies in handling confidential records

Ability to:

- Set up and operate imaging equipment
- Follow verbal and written instructions
- Communicate effectively with District employees and outside vendors
- Verify and correct data for accuracy and completeness of scanned documents

Special Physical Requirements

- Ability to safely lift and carry items weighing up to 30 pounds
- Perform continuous/repetitive tasks according to established procedures

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- Six months of experience in collecting, preparing, indexing, storing, and validating electronic data using a variety of equipment such as a computer, document imaging equipment, microfilm research and data processing equipment.

Special

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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