

SENIOR RECORDS AND ARCHIVE TECHNICIAN

DEFINITION

Provides technical direction and participates in work performed involving the operation of document imaging equipment and performs the related higher-level technical duties.

TYPICAL DUTIES

Provides technical direction, trains, and establishes work priorities for assigned staff.
Performs test runs and revises instructions.
Assists with developing and documenting procedures and processes.
Analyzes machine failure reports for patterns and takes corrective action.
Resolves problems in programs through contact with District personnel and contract vendors.
Maintains program and backup files.
Visits schools to inspect the preparation and packaging of student cumulative records in preparation to transfer them to the student records facility.

Participates in other operations of the unit performing such tasks as:

Operating document imaging equipment for various District-wide special scanning projects.
Verifying and reviewing data for various archiving and scanning projects.
Downloading software updates and drivers
Analyzing machine stoppages to determine if they are due to machine malfunction or program problems
Calibrating document imaging equipment to assure proper set-up for each scanning job
Cleaning parts of scanner equipment before production runs.
May design new forms.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Records and Archive Technician provides technical direction to Records and Archive Technician and clerical personnel; participates in the archiving work and special scanning projects using document imaging equipment; and performs the higher-level technical duties of the unit.

A Supervising Clerk is in charge of a clerical unit in which independence of action is possible only as to the details of accomplishing a well-defined clerical function or procedure. The scope of work is limited to recurring tasks requiring technical and supervisory ability.

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

SUPERVISION

General supervision is received from a supervisory employee. Limited technical direction is exercised over the work of Records and Archive Technicians and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Basic knowledge of troubleshooting software and hardware.
- Use, capability, operation, and care of document imaging equipment
- Basic document imaging software

Ability to:

- Set up and operate document imaging equipment
- Monitor scanning operations using a computer console
- Recognize problems and take corrective action
- Train and establish priorities for a small group of employees ~~working multiple shifts~~
- Communicate effectively with District personnel and contract vendors
- Work under pressure of deadlines
- 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

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency, preferably including or supplemented by courses in data processing and supervision.

Experience:

- One year 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.

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.

Revised
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