

**Alaska Court System  
Class Specification**

IMAGING TECHNICIAN I

Range: 9

EE04: 06

SOC: 43-9071

Class Code: C0187

**Definition:**

Under direct supervision, the Imaging Technician I operates microfilm and imaging equipment to convert source documents to a microfilm media.

**Distinguishing Characteristics:**

Imaging Technician I is the entry level of the Imaging Technician series. Incumbents learn various micrographics processes and procedures, and perform the more standardized functions of Record Management Services. Any unusual problems or questions are generally referred to a superior rather than being handled independently by the incumbent.

Positions in this job class series are flexibly-staffed. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Supervision Received: An Imaging Technician I works under the direct supervision of a higher level professional. Supervision is received through personal conference, general observation of work in progress, and regular review by supervisor of completed work.

Supervision Exercised: Supervisory duties are not typically assigned.

Complexity of Tasks: An Imaging Technician I performs duties involving the application of well-defined practices and policies, the use of several procedures, and the making of minor decisions within prescribed guidelines.

Independent Judgment: Procedures and directions are specifically defined within the limits of established policy and procedure; incumbents occasionally make decisions requiring the exercise of independent judgment.

**Examples of Duties:**

Learn to operate various computers, scanners, and other micrographic equipment to convert source documents into high quality products conforming to industry standards.

Receive, inventory, and prepare closed files/papers for archiving.

Verify digital images for adherence to quality control standards.

Operate microfilm readers to visually inspect filmed images.

Maintain logs/reports to document individual production and reporting of individual time.

Act as backup in the microfilm processing laboratory.

Assist in audio tape inventory in preparation for archiving.

Perform other related duties as assigned.

**Knowledge, Skills, and Abilities:**

An Imaging Technician I requires knowledge of:

- Operation of microfilm equipment.
- Standard office software and computer equipment.

An Imaging Technician I requires skill in order to:

- Operate, adjust, and perform minor repairs of microfilm equipment.
- Operate standard and specialized office equipment and software applications.

An Imaging Technician I requires the ability to:

- Perform standard micrographics processing work.
- Operate micrographics equipment for long periods of time.
- Verify the quality of microfilmed images by performing frame-by-frame visual inspection.
- Adhere to stringent quality control standards.
- Follow oral and written instructions.
- Lift boxes that weigh up to 40 lbs.
- Ask questions and elicit required information.

**Minimum Qualifications:**

A high school diploma or a General Education Development (GED) certificate AND six months of office clerical work experience AND the ability to type at least 40 words per minute.

3/99 - Original

6/03 - Revised MQ's

9/07 - Revised, WPA

6/10 - Revised, Salary Range Change, Title Change

2/14 - Remove MQQ's