

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Imaging Technician I  
Code: 13655  
Salary Grade: 53  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide skills in the imaging and indexing student, academic and/or business documents requiring independent judgment and initiative.
- Scope: Responsible for imaging and indexing documents for a department or office.

## *Duties*

- Typical:
  1. Receives, sorts and screens documents to be scanned.
  2. Scans documents according to appropriate type and lay-out.
  3. Indexes scanned documents.
  4. Creates initial IDs, document types, and indexing parameters.
  5. Monitors the imaging process and makes recommendations for improvements.
  6. Performs other duties as assigned.
- Periodic:
  1. Assist with maintaining the process procedures manual.
  2. Attends meetings as requested.

## *Education*

<b>Required</b>	<b>Preferred</b>
High School graduation or GED.	N/A

## *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

*Experience*

<b>Required</b>	<b>Preferred</b>
Two years of clerical experience.	Experience indexing and scanning documents. One year of experience with BANNER SCT.

*Equipment*

<b>Required</b>	<b>Preferred</b>
Use of personal computer, scanner and other standard office equipment.	Strong desire and ability to learn a variety of specialized computer software.

*Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Some overtime or evening hours may be required.

*Supervision*

<b>Received</b>	<b>Given</b>
Direct supervision from departmental supervisor.	May supervise student workers.

*Accuracy*

Proficiency in all phases of assigned duties.
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*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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