



Job Description

Job Title: Location Imaging Assistant

JTC: CS6

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for handling digital imaging duties for an assigned area/department. Perform document imaging and conversion tasks. Ensures consistent application of established quality assurance standards and documentation of processes and outcomes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of current record management concepts, process analysis, methods and applicable regulations.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

Able to work with coworkers to complete projects and tasks.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to communicate effectively verbally and in writing with individuals from diverse backgrounds. The ability to provide quality customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma is required plus one (1) year of experience. May require a current pesticide license; specific requirements vary according to location needs. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***



ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates digital scanner to input specific department files into the district database file management system. Assists with the completion of multiple documents imaging and conversion projects. Ensures legible imaging by manipulating software as needed. Perform general office functions including typing, accounting, record keeping, maintaining department files, updating records, verifying documents, processing forms, and performing related calculations.

Ensures completeness of file; researches missing documents; removes non-essential material; prepares and organizes documents to conform to quality standards for imaging. Assists with the conversion of department records to document imaging system for long-term storage in accordance with applicable federal and state law, standards, and departmental procedures.

Respond to inquiries regarding records retrieval. Acts as a resource person for the department in answering inquiries of varying complexity relating to the specific functions of the digital imaging system. Train part-time employees in departmental processes and procedures related to digital imaging. During peak work times and/or co-worker's temporary absence covers other positions as deemed necessary.

Coordinates with the district records management department for proper destruction of materials. Maintains database on status of records received, shelved, prepped and scanned. Provide monthly, quarter, semi-annual or annual reports on status/disposition of files. Provide front counter assistance to current or potential students.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.