

OPTICAL SCANNING EQUIPMENT OPERATOR

DEFINITION

Performs work involving the operation of optical-scanning equipment and related duties.

TYPICAL DUTIES

Operates optical scanning 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.
Performs quality assurance on digitized 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 scanning equipment before a production run.
Spot-checks answer sheets during scoring operations to identify and resolve scoring errors and makes necessary corrections.
Assembles and packages test answer sheets, application forms, or documents for return to appropriate schools or offices.
Maintains records of work completed.
Answers telephone inquiries relating to work progress and may contact vendor engineers in regard to machine malfunctions.
Maintains files of machine operating instructions and test scoring keys.
Examines test answer sheets before scoring for defects, such as extraneous marks that prevent accurate scoring.
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 work of subordinates assigned for limited periods of time to operate optical-scanning equipment and to perform related clerical duties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Optical Scanning Equipment Operator performs and intermittently exercises limited technical supervision over work involving the operation of optical-scanning equipment, and performs related duties.

The Senior Optical Scanning Equipment Operator provides technical direction to Optical Scanning Equipment Operators and clerical staff; participates in the work of a multi-shift unit using optical scanning equipment for scoring, and printout operations; writes, revises, and tests program instructions; 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 manipulating spreadsheets and providing work direction a small group of personnel.

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

- General characteristics of electronic data processing equipment and procedures
- General clerical practices
- District policies in handling confidential records

Ability to:

- Set up and operate optical-scanning equipment
- Learn to write program instructions for optical-scanning equipment
- 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

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience in data processing or six months of data entry and data verification.

Special

- A valid California Driver License.
- Use of an automobile.

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
02-06-17
PJO