

SENIOR OPTICAL SCANNING EQUIPMENT OPERATOR

DEFINITION

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

TYPICAL DUTIES

Provides technical direction, trains, and establishes work priorities for Optical Scanning Equipment Operators and clerical personnel.

Writes program instructions for set-up of equipment for each program run of scoring and printout operations.

Performs test runs and revises instructions.

Develops and documents 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.

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

- Operating optical scanning equipment to score student achievement tests, employment tests, and student answer sheets

- Scanning and verifying meal applications and Choices Brochure data for data extracts and archiving

- Downloading software updates and drivers

- Run scripts to download and upload data

- Analyzing machine stoppages to determine if they are due to machine malfunction or program problems

- Calibrating optical scanning equipment to assure proper set-up for each scanning job

- Cleaning parts of scanner equipment before production runs

- Examining answer sheets for defects and scoring errors and making necessary corrections

- Assembling and packaging test answer sheets for return to schools or offices and maintaining records of work completed.

May design new forms.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Optical Scanning Equipment Operator provides technical direction to Optical Scanning Equipment Operators and clerical personnel; 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 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.

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

SUPERVISION

General supervision is received from a supervisory employee. Limited technical direction is exercised over the work of Optical Scanning Equipment Operators and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Basic knowledge of troubleshooting software and hardware.
- Use, capability, operation, and care of optical scanning equipment
- Rudimentary programming techniques

Ability to:

- Set up and operate optical scanning equipment
- Monitor scanning operations using a computer console
- Write program instructions for optical scanning equipment
- 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 operating optical scanning equipment or one year of data processing, data entry, and data verification experience.

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.

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