



SCANNER OPERATOR II

CHARACTERISTICS OF WORK:

Incumbents in this class are responsible for the operation and maintenance of the high speed and low speed flat-bed scanners, personal computers, and other related equipment. The equipment is used in the scanning and imaging for data capture and remittance processing of all paper tax returns, remittances, and other tax-related documents received by the agency. The employee checks the images for skews, DLN's, and clarity. Performs re-scan for the purpose of doing page replacements within an imaged batch. Incumbent works under minimum supervision and supervises incumbents in a lower classification in the operation and maintenance of the scanners in the absence of immediate supervisor.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Two (2) years of related clerical experience, one (1) year of which must be experience in the operation of a document scanner.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis, except there shall be no substitution for the required one (1) year of experience in the operation of a document scanner.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; and sit. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Technology Application: Uses machines or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Operates scanners, personal computers, and other equipment. Navigates multiple applications on a personal computer. Performs operator maintenance tasks on the scanners.

Processing Information: Compiles, codes, categorizes, sorts, or verifies information or data.

Performs duties such as sorting, hand stamping, and batching. Processes batches into scanner for purpose of remittance processing and data capture.

Attention to Detail: Is thorough when performing work and conscientious about attending to detail.

Checks batches before scanning for correct batch composition. Checks images for skews, DLN's, and clarity.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Operates scanners, personal computers, and other equipment.
2. Maintains equipment used in scanning and imaging.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Navigates multiple applications on a personal computer and/or scanner.

Ensures batch integrity at re-scan to minimize errors later in processing.

Processes batches into a high speed scanner for the purpose of remittance processing and data capture.

Performs operator maintenance tasks on the scanners.

Records batch information in the scanner log and on batch control sheets.

Performs re-scan on a flat-bed scanner and personal computer to correct skews, double feeds, illegible images, etc. and reconstructs corrupt batches and other image problems.

Transfers scanned documents to storage area.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.