**Document Imaging Specialist I Standard Job Description**

**Classification Title:** Document Imaging Specialist I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 2

**Job Description Summary:**

The Document Imaging Specialist I, under supervision, maintains the printing, preparing, and mailing of letters. Provides office support by preparing admissions related documents for intradepartmental and external routing.

**Essential Duties and Responsibilities:**

**40% Document Management**

* Utilizes Document Imaging Workflow System (DIWS) and COMPASS to process admissions applications and other admissions-related documents.
* Maintains and utilizes appropriate logs for imaging work.
* Participates in maintaining the DIWS and in the retrieval and storage of documents as part of the official records retention requirements.
* Analyzes subject matter of documents to ensure accurate indexing for the DIWS.
* Approves the quality and accuracy of documents stored in the Imaging System.

**30% Communication and Assistance**

* Assists with large mail outs of admission letters to prospective students.
* Answers general office emails and assists with telephone inquiries.

**10% Project Management**

* Handles special projects as assigned.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* No prior experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Strong verbal and written communication skills.

**Additional Information**

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**