**Document Imaging Specialist II Standard Job Description**

**Classification Title:** Document Imaging Specialist II

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 3

**Minimum Pay:** $17.25

**Job Description Summary:**

The Document Imaging Specialist II, under supervision, prepares admissions-related documents for intradepartmental and external routing (entities include academic Colleges, academic departments, administrative departments, and external entities to the University).

**Essential Duties and Responsibilities:**

**40% Document Imaging and Processing**

* Utilizes Document Imaging Workflow System (DIWS) and COMPASS to process applications and admissions-related documents.
* Participates in maintaining the DIWS and in the retrieval and storage of documents as part of official records retention requirements.
* Scans admissions documents and reviews computerized imaging indexes to ensure accuracy and adherence to quality standards.
* Analyzes subject matter of documents to ensure accurate indexing for the DIWS.
* Validates documents for release into the DIWS.
* Maintains and utilizes appropriate logs for imaging work.

**30% Quality Assurance and Improvement**

* Approves the quality and accuracy of documents stored in the Imaging System.
* Performs image manipulation functions.
* Works to improve operations and streamline work processes to enhance service to applicants.

**10% Mail Processing and Document Management**

* Assists with name searching and assignment of UINs.
* Opens, prepares, and sorts mail.
* Assists with the batching of documents for storage and retention.

**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:**

* One year of related experience in general office or clerical work.

**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**