**Document Imaging Specialist III Standard Job Description**

**Classification Title:** Document Imaging Specialist III

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 4

**Minimum Pay:** $19.84

**Job Description Summary:**

The Document Imaging Specialist III, under general supervision, prepares admissions-related documents for intradepartmental and external routing (entities include academic Colleges, academic departments, administrative departments, and external entities to the University). Provides advanced skills in office support duties.

**Essential Duties and Responsibilities:**

**40% Document Imaging and Processing**

* Uses Document Imaging Workflow System (DIWS) and Compass to process admissions-related documents.
* Scans admissions documents and conducts reviews of computerized imaging indexes to ensure accuracy.
* Analyzes the subject matter of documents to ensure accurate indexing in the DIWS.
* Validates documents for release into the DIWS and approves the quality of documents stored in the Imaging System.

**20% Training and Staff Support**

* Assists in training new full-time and student worker staff members in document preparation and imaging procedures.
* Provides general information regarding administrative procedures and processes to office support personnel.
* May supervise student workers and temporary personnel to ensure completeness and accuracy of documents processed.

**10% Mail Operations and Coordination**

* Responsible for printing, preparing packets, and mailing all letters related to admissions.
* Participates in the oversight of daily mail operations of admissions-related documents.
* Assists with large mail-outs of admission letters to prospective students as needed.

**10% Process Improvement and Quality Assurance**

* Works cooperatively with Admissions Processing staff to improve operations and streamline work processes.
* Maintains and utilizes appropriate logs for imaging work to ensure compliance and quality service.
* Handles special projects as assigned by the supervisor to enhance operational efficiency.

**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:**

* Three years 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**