**Lead Document Imaging Specialist Standard Job Description**

**Classification Title:** Lead Document Imaging Specialist

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Lead Document Imaging Specialist, under general direction, assists in the coordination of office support activities and provides administrative support to specialized activities or projects. Coordinates preparation of admissions related documents for intradepartmental and external routing.

**Essential Duties and Responsibilities:**

**40% Oversight and Supervision of Staff**

* Oversees hiring and supervision of document imaging specialist staff including evaluation of performance and approval of timesheet and leave documents.
* Supervises workflow of document imaging specialists, reports progress and/or problems to management, and ensures quality of work in documents.
* Coordinates team and team schedule to ensure adequate workforce presence in office.

**20% Office Support and Management Activities**

* Uses initiative in facilitating daily office support activities.
* Performs advanced word processing, desktop publishing, presentation, and data management activities and assists staff with the use of these applications.
* Answers general office email and assists with walk-in traffic and telephone inquiries.
* Responds to higher-level requests for information and handles special circumstance processing and inquiries.

**10% Document Imaging Systems Coordination**

* Utilizes ImageNow as the Document Imaging Workflow System (DIWS) and the student information management system (COMPASS) to process applications and other admissions-related documents.
* Coordinates ImageNow trainings and assists in their implementation.
* Participates in maintaining the DIWS and in the retrieval and storage of documents as part of the official records retention requirements.

**10% Reporting and Communication**

* Prepares daily status/statistical analysis reports for distribution to management.
* Serves as the direct backup for intradepartmental as well as interdepartmental inquiries regarding student records.
* Serves as a direct point of contact for responding to AIS questions and email inquiries.

**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.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Seven years of related experience in general office and clerical work.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Excellent written communication, analytical, interpersonal, and organizational skills.
* Ability to be attentive to details and interpret information with accuracy.

**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**

**No**

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

**Yes**

**No** 