



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 551.7

Job Title: **IMAGING TECHNICIAN**

Pay Grade: 5

### **GENERAL SUMMARY:**

Operates duplicating machines and/or imaging equipment to duplicate and/or electronically store documents.

### **RESPONSIBILITIES:**

- Prepares selected documents for imaging and/or reproduction.
- Operates duplicating machines and/or imaging equipment to duplicate documents.
- Processes expunctions (erasures) as requested.
- May operate simple bindery equipment, such as collators and staplers.
- May organize an inventory of paper stock, inks, small parts for machines and other duplicating/imaging supplies.
- May clean, lubricate and perform preventive maintenance on equipment.
- May set up and maintain files for duplicated and imaged documents.
- May perform light typing, filing, clerical work and other duties as assigned.
- May occasionally be assigned other duties to meet technological changes as needed.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Imaging Technician  
Senior Imaging Technician

*Effective Date: October 1990*

*Revised Date: August 2001*