



**STATE OF MONTANA
SECRETARY OF STATE'S OFFICE
JOB PROFILE AND EVALUATION**

SECTION I - Identification

Working Title: Document Conversion Tech

Department:
Secretary of State

Class Code Number: 439733

Division/ Bureau:
Records Management

Class Code Title: Document Imaging Operator

Section/ Unit:
Document Conversion

Pay Band: 3

Work Address:
1320 Bozeman St
Helena, MT 59601

Position Number: 66509

Phone:

FLSA Exempt

X FLSA Non-Exempt

Profile Completed By:
Joe DeFilippis

Work Phone:
406-444-9009

Work Unit Mission Statement or Functional Description:

The Secretary of State is one of six executive branch officers originally designated by the Montana Constitution of 1889. The duties of the secretary of state include: interpreting state election laws and overseeing elections; maintaining the official records of the executive branch and the acts of the legislature; reviewing, maintaining, and distributing public-interest records of businesses and nonprofit organizations; filing, publishing, and maintaining administrative rules adopted by state departments, boards and agencies; attesting to the governor's signature on executive orders, proclamations, resolutions, extradition papers, and appointments; preserving the state seal; filing and maintaining records of secured financial transactions, such as liens; serving on the state Board of Land Commissioners and the Board of Examiners; and commissioning notaries public. The Secretary of State's Office is divided into five bureaus: Elections, Business Services, Management Services, Administrative Rules, and Records Management.

The Records Management Division administers and provides state enterprise records and information management (RIM) through the State Records Center, document conversion services in the areas of microfilming and scanning, and serves as an education and training resource to state and local government entities, providing standards and guidelines essential to continuity and accountability in government.

Describe the Job's Overall Purpose:

This position operates a variety of microfilm cameras, jacketers, scanners, film duplicator, a film processor, and prepares documents for filming. The incumbent works as a member of the Document Conversion Team and is expected to complete a wide range of projects in the unit. The primary duty of this position involves using technical equipment to produce the highest quality and most accurate product for the customer. May serve as a project lead meeting expectations of a wide variety of customer requirements based on needs and specifications in a professional manner. This position reports directly to the Document Conversion Supervisor and does not supervise other agency personnel.

SECTION II - Major Duties or Responsibilities

A. Document Conversion Services: serves all agencies in the capacity of document conversion of records to a micrographic or digital medium, ensuring quality production and output as required by the individual interagency service agreements. 75%

1. Prepare documents for the conversion process to microfilm, microfiche or digital image. Duplicates, processes and inspects media based on various micrographics applications using knowledge of Records Management's policies and procedure, using a variety microfilm cameras, scanners, jacketers, reader-printer, duplicators and processors. Set up variety of microfilm cameras according to specified reduction ratio, and mode of filming.
2. Prepares camera and documents by loading film, setting resolution and completes proper documentation for each roll of microfilm (targets, intent and purpose) and films a variety of diverse documents using one of several different document conversion cameras or scanners. Follows the interagency service agreement that is provided by the Document Conversion Supervisor.
3. Accesses boxes from the Records Center (or other storage locations) using knowledge of the locator system and agency identifiers.
4. Prepares various document types for quality assurance of image, maintaining the integrity of original source document (e.g., staples, rips, folds, poor copy).
5. Creates Microfilm and Scanning Project Cost Summary billing sheet for each project assigned. This is done by recording date, amount of filming and preparation time, index requirements and number of images, titled jackets. Ensure quality and standards are met or exceeded.
6. Completes duplicating fiche projects on the duplicating fiche equipment. Determine the appropriate exposure based on shades/colors of originals settings and number of duplicates.
7. Produces paper copy medium to meet agency requests from film stored in the Records Center, by reviewing and evaluating the nature of request, location and agency filing schematic for accessibility. Uses a combination of software and reader-printer hardware to fulfill requests.
8. Processes microfilm, and inspects it to gauge compliance with ANSI standards. Produces resolution, density readings using a microscope, and densitometer to determine the acceptability of film. Inspect processed or incoming film, looking for camera problems, blurred

images, filming errors, etc. Notify microfilm techs of camera or filming errors and instruct them on proper re-filming methods. Maintain film inspection logs.

9. Maintains the processor, including cleaning it and changing chemicals and, monitoring temperature during operation.

10. Assist customers with their micrographic needs. Foster and promote good client relationships to reflect the service focus of the bureau.

B. The employee is responsible for the indexing and scanning of agency documents utilizing imaging hardware and software. May require interaction with ITSD FileNet support staff to establish indexing structure and format requirement. 20%

1. Provides data entry into established directory structure to provide access and search ability of images.

2. Scans documents ensuring quality image control and verification of source document input.

3. Handles user support of software application and hardware equipment, problem solving, identifies areas of error or adjustment, recommends replacement or equipment maintenance.

C. OTHER DUTIES 5%

This position performs a variety of other duties as assigned by the supervisor in support of the agency mission and work unit objectives. Assists with walk-in customers, routing requests and records accessibility. Provides general administrative support and participates in or direct special projects; participate in ongoing training and educational programs; representing the SOS on multi-state working groups and committees; and performing a variety of other duties as directed.

2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position include:*

Problems and decisions related to poor quality document conversion input or output, equipment needs or repairs, troubleshooting of software application or hardware equipment, problem solving, identifies areas of error or adjustment.

3. *The most complicated aspect of this position is:*

Learning and adjusting to the criteria surrounding each project and the diverse variety of each agency's specifications. This requires knowledge and skills associated with cameras, filming or scanning techniques, procedures and standards for quality production.

4. *Guidelines, manuals, or written procedures that support this position include:*

Available guidelines, manuals, and written procedures available to the incumbent include the Records and Information Management Document Conversion Procedures Manual, ANSI/AIIM Standards (Association of Information and Image Management), MCA Title 2, Part 6.

5. *Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" that must be performed by this position (with or without accommodations)?*

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A:

Document Conversion Services: serves all agencies in the capacity of document conversion of public records to a micrographic or digital medium, ensuring quality production and output as required by the individual interagency service agreements.

Duty B:

The employee is responsible for the indexing and scanning of agency documents utilizing imaging hardware and software. May require interaction with ITSD FileNet support staff to establish indexing structure and format requirement.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Lifting (less than 50 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing, Synthesizing
- Coordinating
- Negotiating
- Instructing

6. **Does this position supervise others?** Yes No

Number directly supervised:

Complexity level of the positions supervised:

Position Number(s) of those supervised:

7. ***This position is responsible for: N/A***

- | | | | |
|---|---------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Firing | <input type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level |
| <input type="checkbox"/> Performance Management | | <input type="checkbox"/> Promotions | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Other: | | | |

8. ***Attach an Organizational Chart.***

ATTACHED

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This work requires the knowledge of a series of related and detailed tasks pertaining to the filming, jacketing and titling of microfilm in accordance with established techniques and procedures; the ability to follow written and oral instructions provided by the Document Conversion Supervisor.

Obtains or has knowledge of how to operate microfilm camera, jacket loader, hard copy reader/printer, document conversion equipment (large format cameras, scanners, fiche duplicator). Ability to communicate effectively with employees and customers. Works independently following specifications provided by the inter-agency service agreement (RM21).

SKILLS:

Operates multiple microfilm cameras, jacketer loader, typewriter, hard copy reader/printer, processor, and inspection and scanner equipment. Personal computer and office software, keyboard and ten-key operation.

Able to assess and repair document conversion equipment utilizing fine motor skills and interpret machine specifications and maintenance manuals.

Behaviors required to perform these duties?

- **Verbal Communication:** Keeps appropriate individuals informed. Listens to others respectfully, understands or seeks clarification, and responds appropriately demonstrating tact and diplomacy. Expresses thoughts and ideas clearly. Maintains a positive work atmosphere by behaving and communicating in a manner that promotes cooperation with customers, clients, co-workers and managers.
- **Written Communication:** Writes clearly, logically and effectively using proper style, tone, grammar, spelling and punctuation. Written work products are appropriate to the intended audience
- **Flexible at Work:** Responds positively to changes in direction, priorities, responsibilities, personnel or assignments. Works effectively in a variety of situations and with a variety of individuals or groups. Maintains composure and displays restraint when faced with opposition, stress, or hostility from others.
- **Working with Others:** Relates to others in an open and accepting manner; is approachable. Offers and accepts opinions constructively. Adjusts to how individuals and

the work unit will react. Treats others with respect. Constructively resolves disagreements. Is open to others' ideas and gives credit and recognition to others. Strives to create a positive work climate and energizes and inspires others to do their best.

- **Responsive to Work Needs:** Willing to perform different jobs, cross train, or assist wherever needed. Is aware of co-worker workload and responds accordingly.
- **Initiative:** Suggests improvements and new ideas, technologies and approaches to the workflow and division needs. Willingly applies new and evolving ideas, methods, designs and technologies as changes arise in the office.
- **Efficiency and Focus:** Uses time effectively and prioritizes tasks. Is aware of workload and makes appropriate adjustments to meet deadlines and complete tasks. Handles interruptions or distractions and stays on task. Achieves goals.
- **Accuracy:** Ensures accuracy of work and makes corrections in a timely manner. Is conscientious and monitors own quality of work.
- **Attendance:** Arrives on time for work and demonstrates good attendance record.
- **Organizational Awareness:** Understands and follows the rules, policies and laws that govern work. Identifies key decision-makers; understands and respects the balance of authority. Acts in accordance with the State Ethics policy. Represents self and the office in a professional manner.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

(keep?) Knowledge, skills and abilities are typically acquired through graduation from high school or the equivalent and completion of on-the-job training. One year of office experience is desirable.

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| X High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study:

Required/Acceptable: Office Management, Records Management, Library Management

Related: Small machine repair

Other education, training, certification, or licensing required (specify): None Specified

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

No prior experience required
X 1 to 2 years

3 to 4 years
 5 or more years

Other specific experience (optional):

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

X Yes No

Alternative qualifications include:

SECTION IV – Other Important Job Information

Work is performed in an office environment and the position requires long periods of sitting or standing, lifting up to 50 pounds, working with or near processing chemicals, possesses mechanical aptitude, ability to communicate effectively in person, in writing, and over the phone. Position works with varied deadlines, customer requests, interruptions and fluctuations in work volumes.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Deputy:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Name: _____ Title: _____

Signature: _____ Date: _____



**STATE OF MONTANA
SECRETARY OF STATE'S OFFICE
JOB EVALUATION**

This section is to be completed by a trained classifier in or contracted by the agency or by the State Personnel Division.

Prepared By: _____ Date: _____

Position Status: Reclassified Vacant New Position Career Ladder

Choice of Class Series:

Position Summary:

Classification Factor Level:

The predominant work of this position consists of:

Factor level Comparison:

Benchmark Comparisons:

Classification Analyst:

Name: _____ Title: _____

Signature: _____ Date: _____

Agency Approval:

Name: _____ Title: _____

Signature: _____ Date: _____

Upon completion of this section the classifier should make certain that the Job Code Number, Job Code Title and Pay Band on the first page of this document accurately reflect the Choice of Class Series and classification factor level determined above. Attach Organizational Chart, Audit Notes or other pertinent information.

This completed document should now be filed in: I:\Classref\Agencyjp\agency#\filename).
File naming convention is: (position#)jp(date).doc (e.g. 000573jp0100.doc, where date is: month year).