Wright State University
CLASSIFIED JOB SPECIFICATION
OMR/Image Scanning Technician

I.   JOB INFORMATION

Job Title: **OMR/Image Scanning Technician (CS 14)**

Job Class: 21113   **FLSA Status:** Non-Exempt

II.   JOB SUMMARY

III.   PRIMARY DUTIES AND RESPONSIBILITIES

- Manage and control workflow for Faculty Examinations and Evaluations, including receiving, processing, verifying, distribution, troubleshooting and security utilizing NCS 5000i, Scan Tools Plus, Exam System II and SAS.
- Create, classify and index images from various formats, loading into SCT Banner anXtender/WebXtender for numerous campus departments. Develop and Implement quality performance procedures to ensure accurate and complete Indexing.
- Meet with campus departments to establish project depth, timelines and difficulty factors. Establish priorities on current and future projects.
- Supervise, train and schedule student employees.
- Monitor the security of confidential data, working with the AAUP to satisfy contract requirements.
- Train Faculty, Staff and Students on proper format and procedures.

Note: This is not an inclusive list of duties and responsibilities.

IV.   MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high-school diploma or GED and three years (FT) related work experience OR, two years of post-secondary education and one year (FT)of related work experience.

V.   WORKING CONDITIONS

VI.   WSU TESTING/EXAMINATIONS REQUIRED

None

VII.   CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII.   JOB SERIES

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.