UNIVERSITY OF SOUTHERN CALIFORNIA

Scanning Operator
Job Code: 137015

Grade: D
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Operates document scanner to enter specified documents submitted for storage on optical and magnetic disks.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

Skills: Administrative:
Communicate with others to gather information

Minimum Education:
High School or equivalent

Minimum Experience:
6 - 12 Months

Minimum Field of Expertise:

Preferred Experience:
1 Year

EMERGENCY RESPONSE/RECOVERY:

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
Input data
Read handwritten text
Understand and apply policies and procedures

Skills: Machine:
Computer Peripheral Equipment
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: __________________________ Date: __________________________

Supervisor: ________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer