

Field Scanning Technician I – Job Description

A field scanning technician is responsible for scanning and indexing city and county records to convert paper records into digital records at the city or county location. On-site locations are usually in OK, TX, AR and MO, but can be anywhere in the US. Types of records include record books, index books, court cases, maps and any other type of permanent record that is kept by government offices. Duties include mechanical books disassembly, operating a sheet-fed scanner, operating a wide format scanner, assembly and operation of a planetary book scanner, assembly of books, indexing of data stored in record and index books, and other duties related to record scanning and indexing.

The field scanning technician is a full-time employee (40+ hours per week), with overtime required at times. After in-house training, employees in this job description will be travelling and spending nights and/or weekends out of town. Transportation to work site provided. Travel time is paid at the employee's regular rate and per diem at GSA rates.

Job Requirements – Employees in this job classification:

- Represents company on-site in customer offices and must have a professional manner and appearance.
- Expected to learn or understand basic computer operation – starting and shutting down personal computers, navigating folders/directories and connecting external equipment and basic data entry.
- Will be guided in basic computer hardware installation and maintenance skills required for this position. Hardware used includes scanners, digital cameras, external hard drives, and other proprietary equipment.
- Must be conscientious, be able to understand/follow directions and be detail oriented. Will work under the supervision of a job lead or more senior scanning technician.
- Should be able to pick up and move equipment and books that may weigh up to 60 lb.
- Other skills that are a plus: mechanical aptitude, working knowledge of Microsoft Word/Excel, advanced computer skills such as computer troubleshooting or changing internal computer components.
- Will typically perform one or more of the following (training will be provided for these specific tasks):
 - Set up computers and scanners for scanning loose page, bound and wide format books.
 - Use scanning software to scan document images.
 - Operate production scanners at predetermined production rates.
 - Use image indexing software to confirm that all pages were scanned.

Working hours/pay scale:

- After in-house training (typically about 4 weeks in-house in Duncan, OK), employees in this job classification will typically work in customer offices. Typical customer office business hours are from 8AM to 5PM, Monday through Friday. Most offices observe holidays. Some projects allow/require working up to 12 hours/shift or on weekends.
- Regular hourly rates are paid up to 40 hours per week with overtime above 40 hours per week.
- Base pay scale for this job classification starts at \$13.00/hour with an additional \$2.00/hour pay differential for work hours in customer offices.
- At times, Field Scanning Technicians will be out of the Duncan area for 2-3 weeks at a time (including weekends). When not working out of town, this employee will work in the Duncan Office.
- Benefits include paid holidays, 2 weeks of vacation/sick leave/year, company paid individual Simmons Center membership, company paid telehealth account, group health insurance partly paid by company, company SIMPLE IRA matching and Employee paid group vision/dental/term life insurance.