

Field Scanning Technician – 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 may 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 will be paid at 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. Interaction with county and city officials in their offices will be required.
- Must understand basic computer operation – starting and shutting down personal computers, navigating folders/directories and connecting external equipment and basic data entry.
- Must know/learn basic computer hardware installation and maintenance skills. 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.
- 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):
 - Interpret work orders and understand the scope of the work expected.
 - Document job issues, keep track of production rates and communicate with lead technicians.
 - Set up computers and scanners for scanning loose page, bound and wide format books.
 - Operate production scanners at predetermined production rates.
 - Perform routine maintenance on scanners, wide format scanners, and digital cameras.
 - Will frequently be working alone, so must be a self-motivated worker, who does not require constant oversight to complete assigned work.
 - Drive company vehicles (requires background check, valid driver license and good driving record).

Working hours/pay scale:

- After in-house training, 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 jobs 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 ranges from \$11.00/hour to \$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.