

- A. Education, Experience, and Training
 1. Graduation from an accredited senior high school or equivalent or GED.
 2. Two years full-time, wage-earning clerical, secretarial, technical program support, administrative support, or digital imaging equipment operations experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
 3. Computer operations experience preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DOCUMENT SERVICES TECHNICIAN III -
 Records Conversion

SALARY GROUP: A13

DEPARTMENT: Classification and Inmate Transportation Division

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B. Knowledge and Skills

1. Knowledge of the operation and maintenance of various types of imaging equipment.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill to prepare and maintain accurate records, files, and reports.
7. Skill to compile and interpret production reports.
8. Skill to plan work in order to meet established guidelines.
9. Skill to organize, assign, and review the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, imaging equipment, dolly, and automobile.