

BOARD OF PARDONS AND PAROLES JOB DESCRIPTION

POSITION TITLE: DOCUMENT SERVICES TECHNICIAN III -
Board of Pardons and Paroles

SALARY GROUP: A14

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Timothy McDonnell DATE: 11/14/2025

POSITION #: 064139

I. JOB SUMMARY

Performs highly complex electronic document imaging and printing services work. Work involves reviewing, evaluating, indexing, and updating records in the Document Management System. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Classifies, indexes, merges, stores, accesses, and retrieves agency records and information according to records retention procedures and policies.
- B. Maintains daily logs of all records classifications, indexing, and merging.
- C. Participates in quality control processes to identify and correct records within the Document Management System.
- D. Provides assistance to employees on matters related to records and information management.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 1. Graduation from an accredited senior high school or equivalent or GED.
 2. Two years full-time, wage-earning experience in criminal justice, record management, research, analysis, records processing, or quality assurance monitoring. 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), with major course work in Business Administration, Government, Computer Science or a related field may be substituted for required experience on a year-for-year basis for a maximum substitution of one year.
 3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

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4. Experience with Hyland OnBase or equivalent records management software preferred.
5. Criminal Justice experience preferred.

B. Knowledge and Skills

1. Knowledge of digital imaging equipment preferred.
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 maintain accurate records and files in an automated system.
5. Skill to gather and summarize relevant information.
6. Skill to produce quality work in a group setting.

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, 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.