



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DOCUMENT PROCESSING SPECIALIST II

Job Number: 20001871

Job Code: 90110V230916

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 08/16/1999

Job Revised: 09/16/2023

Grade: 10 Salary (MIN - MID):

\$15,438-\$23,157 - Hourly

\$2,508.68-\$3,763.02 - 37.5 Hr. Monthly Salary

\$2,675.92-\$4,013.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs intermediate level work in document processing. Prepares documents for imaging by extracting mail, sorting, identifying, and grouping various form types. Uses document scanning software and equipment to create electronic documents for agency processing. Assists with indexing scanned documents for storage and retrieval; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have three years of clerical, administrative, or accounting experience. One year of the required experience must include automated document processing.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares documents for imaging by using document scanning software and equipment to create electronic documents for agency processing. Extracts mail from envelopes manually or by using semi-automated mail extraction equipment and by operating computer assisted automated mail extraction equipment. Takes contents out of envelope. Identifies various form types and determines appropriate action. Sorts documents by document types and/or other information. .Contacts citizens or representative for additional information. Mails documents back to citizens. Reviews documents for accuracy and completeness and checks for due date for timely filing of document. Identify type of processing required for each form type. Check for type of tax or other form. Check to ensure that remittance matches the amount on the document. Place remittance with the document and route it to processing unit. Identify type of processing required for each form type. Select the job necessary to run the processing equipment. Change settings on machine as required to process the documents. Provides assistance to Document Processing Specialist I staff resolving problems related to forms identification, document grouping, mail extraction and sorting. Processes electronic date exchange of information using encrypted e-mail, file transfer protocol and direct communication links. Performs inspections and routine maintenance on machinery. Reviews incoming documents for accuracy and completeness and route documents to distribute workload. Maintains detailed production reports. Completes weekly audits for staff.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in a document processing center.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F. R.115.17 and 115.317."

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.