



## JOB DESCRIPTION

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**Job Title:** Quality Control Technician  
**Department:** Production  
**Reports To:** Production Supervisor

### Position Summary

A Quality Control Technician visually inspects document reproductions for defects such as folds, tears, or blemishes. Also helps with indexing of documents for each job to preserve document organization.

### Essential Duties and Responsibilities

- Judging whether scanned images are reproduced as faithfully as possible to the originals
- Inspecting images for blemishes or other defects present from the originals, and using any filters and enhancements necessary to improve the image
- Keeping original documents and hard copies in order after scanning
- Ensuring that soft copies are recorded and stored correctly, to avoid file corruption and the need to spend extra time on reproduction

### Requirements

High school or equivalent degree (GED)

Ability to detect blemishes and inconsistencies in resolution or shade of imaged documents

Organizational skills needed for indexing documents simultaneously from multiple jobs

Ability to communicate in English (verbally and in writing)

Excellent reliability and punctuality