

JOB DESCRIPTION

Scanning Clerk

The Scanning Clerk produces, under supervision, digital copies of Agency documents for retention purposes.

Position responsibilities:

- Prepare and scan various documents, including reports and wide-format maps, for electronic retention purposes;
- Maintain scanners for optimum performance and proper resolution of documents;
- Process and organize scanned documents in various formats for retention on network and local drives;
- Properly dispose of scanned materials; and
- Other duties as assigned.

Minimum Education and Experience Requirements

Requires graduation from high school or GED and some coursework and/or training in document management or imaging programs, with a minimum of two years of related office experience. Knowledge of laws and regulations governing file retention and record keeping for local governments. Ability to exercise independent judgment. High degree of knowledge of modern office equipment and procedures, and various types of filing systems and methodologies. Advanced skill in the use of word processing and file storage software. Ability to gather information and organize it in an orderly fashion. Type at an acceptable speed (at least 50 words per minute). Ability to carry out assignments requiring organization of materials. Ability to communicate effectively, orally and in writing. Ability to take a critical approach toward work methods. Considerable degree of accuracy. Ability to simultaneously manage multiple projects of varying degrees of complexity. Knowledge of the functions, organization, procedures, law involved, and related to the activities of the Commission.

Certifications: None required

Licenses: None required

Salary Range: \$15.00 per hour

FLSA Status: Limited Term Employment (LTE)

Reports to: Administrative Services Manager

Physical Demands

Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to access files and operate office machinery (including computers, laptops, copiers, scanners, printers, and telephones). Frequently needs to position self to reach documents on high and low shelves and in file drawers, to retrieve supplies under desks, and work on utility tables. The person in this position frequently communicates with other staff who have inquiries about the scanning project. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies up to 20 pounds in the office.

Work Environment

Work is generally performed within an office environment, with standard office equipment available.

Disclaimer

This position description reflects the Agency's assignment of essential functions; and nothing herein restricts the Agency's right to assign or reassign duties and responsibilities to this position at any time.