

Document Imaging Operator and Scanning Clerk (Imager/Scanner)

Individual is responsible for operating document imaging equipment to create electronic files and storing the files in the database archives. Other duties as assigned by manager.

<i>Job Title:</i>	<i>Document Imaging Clerk</i>
Position Reports To:	Production Manager
Salary:	Hourly Rate/Paid Bi-Weekly
Position Status:	Full-Time

Position Overview

The Document Imaging Operator and Scanning Clerk is an individual that would be responsible for operating document imaging equipment (scanner) to create electronic files and storing the files in the database archives.

Requirements

- Must be able to type at least 36 WPM with zero errors.
 - An ideal typing speed would be 40+ WPM with minimal errors.
- Must be proficient in 10-Key.
 - An ideal 10 key speed would be 6000+ KPH with minimal errors.
- Must be proficient in Microsoft Office.
- Must be able to sit while viewing multiple computer screens for extended periods of time.
- Must be able to lift 30-40 pounds when lifting boxes with client files.
- Great attention to detail.
- Ability to prioritize, multi-task, and work independently and on a team-
- Ability to meet deadlines in a fast paced.
- Excellent verbal and written communication skills.
- Maintain confidentiality of our clients' records.
- Reliable transportation to be on time to work.
- High School Degree or GED.
- Must be able to pass a criminal background check and drug test.

Responsibilities

- Scanning of files in folders and placing documentation back in file folders in boxes.

- Keeping track of files scanned and saved in to the system.
- Lifting boxes from storage room and carrying to your work station.
- Perform additional duties as assigned by your manager.
- Comply with all company policies, procedures, and regulations.