

Clerk, Document Imaging

FLSA Status: Non-Exempt

Pay Grade: 8

Job Title ID: 13067

Job Series/Job Family: Human Resources Series / HR Family

Reports To

Manager, HR Records

Job Purpose

Implements Human Resources document imaging projects.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Prepare files for the imaging process.
2. Indexes scanned records, and analyzes them for clarity and accuracy.
3. Implements the process of scanning college documents.
4. Determines the correct settings to ensure quality of each document.
5. Analyze scanned documents for clarity and accuracy.
6. Performs document imaging and conversion tasks in accordance with federal, state, and departmental quality control standards and procedures; ensures proper documentation and integrity of scanned images.
7. Ensures completeness of files; researches missing documents; removes non-essential material; prepares and organizes documents to conform to quality control standards, office procedures and system processes.
8. May assist ACC staff with imaging and records processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Electronic imaging processes and storage requirements.
- Image and document formats.
- Records management concepts and best practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Attention to detail, accuracy, and follow through.
- Adhering to policies, procedures, and quality controls in relation to electronic imaging.
- Maintaining an established work schedule.

Computer Skills

Required

- Demonstrated proficiency using electronic imaging technology and related storage requirements, image and

document formats, and Windows Operating System.

Physical Requirements

Required

- Occasional lifting of objects up to 15 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

Work Experience

Required

- Two years document imaging, records management work experience, or other related work experience.

Preferred

- Work experience with Fortis or other electronic imaging software. Work in an active records management program.

Education

Required

- High School or educational equivalent.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.