



## Position Description

**Title:** Document Scanning Clerk  
**FLSA Status:** Non-Exempt  
**Location:** In-Office  
**Reports To:** Scanning Department Manager  
**Salary Range:** \$32,200-\$37,500 Annually

### PRIMARY PURPOSE OF THE POSITION:

This position reports to the Scanning Department Manager with the explicit purpose to prep, scan and/or index customer documents.

**KEY RESPONSIBILITIES:** The following statements describe the key responsibilities to be performed by the position. Key responsibilities are those the individual must be able to perform unaided or with the assistance of a reasonable accommodation.

- Document preparation for scanning by removal of staples, clips, fasteners; organize and stage for scanning
- Operation of imaging tools for use in the creation of electronic files or archives
- Perform quality checking of documents/images being converted to digital format and ensure hardcopy documents are electronically captured and images are equal to or exceed the quality of the original
- Troubleshoot and adjust equipment when necessary
- Clean and perform basic maintenance on equipment
- Rely on instructions and pre-established guidelines to perform the functions of the job
- Perform indexing of electronic documents to include all required metadata
- Maintain a clean and organized work area
- Complete all assigned tasks accurately and in a timely manner

The philosophy of IMS is to maintain a flexible, cooperative and collaborating work environment; in that regard, this position will be expected to perform duties outside the key responsibilities.

**MINIMUM REQUIREMENTS:** Following is the requisite education and/or work experience for this position.

- High school diploma or GED required
- Excellent communication skills
- Must be able to work independently with attention to detail
- Ability to work flexible hours when needed
- Must have experience with computer programs such as MS Word, Excel, Outlook
- Must be flexible within the department to complete a variety of tasks to achieve maximum customer satisfaction.

**SUCCESS SKILLS:** The following are the skills needed to be successful in this position. Examples; leadership, communication, innovation, conflict management, problem solving, self-starter, etc.

Communicates professionally and effectively, both verbally and in writing, with supervisors, colleagues, and individuals inside and outside the company. Works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the company. Exhibits a professional manner in dealing with others and works to maintain constructive working relationships. Depended upon to report to work at the scheduled time and seldom absent from work. Completes work in a timely, accurate and thorough manner and is conscientious about assignments. Utilizes analytical skills and possesses ability to follow direction in an environment where a sense of urgency, in terms of maximizing production and minimizing downtime, is present.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands with activity or condition requiring a considerable amount of time include data entry/typing/keyboarding using a computer (i.e., keyboard, mouse, and monitor) while sitting for greater than one (1) hour.
- Physical demands may include use of hands to manipulate, handle or feel; walking, carrying, reaching, standing, and stooping.
- May require occasional lifting/lowering, pushing, or pulling up to 20 lbs.