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| **Imaging Operator I** | |
| **Reports To:** | Imaging Team Coordinator |
| **Department:** | Imaging |
| **Status:** | Non-Exempt |
| **Revision:** | October 2016 |

**POSITION SUMMARY:**

Uses OCR software to perform quality assurance and document review on Tier I jobs as evaluated by department job complexity standards. Also performs standard and supervisor-level data entry for Tier I jobs. Scans department work using both high-volume industrial scanners and desktop scanners, and rescans documents as necessary to ensure the quality of all scanned work.

**POSITION DUTIES:**

* Develop and maintain proficiency in the use of department OCR software for data entry, quality assurance, review, and batch management functions.
* Perform quality assurance and document review operations on Tier I jobs as determined by Imaging Management evaluations.
* Rescan poor-quality documents using a desktop scanner.
* Scan work received from other departments for processing within Imaging using a high-volume industrial scanner.
* Operate and maintain all scanning equipment, including basic cleaning of scanners.
* Perform data entry operations on Tier I jobs as determined by Imaging Management evaluations.
* Consistently produce data entry and quality assurance/review results within acceptable department standards of accuracy and production speed.
* Work with Senior Imaging Operators and Technical Representatives to escalate questions and issues for appropriate resolution.
* Produce accurate records of individual productivity using timekeeping software.
* Compile additional records / documentation of work as required by individual workflow.
* Maintains proficiency in all internal / external software and job-specific procedures with the training and assistance of Senior Imaging Operators and Technical Representatives.
* Additional department tasks & responsibilities as needed.

**POSITION REQUIREMENTS:**

* **Integrity:** Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, works with integrity and ethically
* **Innovation and Improvement:** Displays original thinking and creativity, develops innovative approaches and ideas, generates suggestions for improving work and meets challenges with resourcefulness
* **Teamwork with Accountability:** Balances team and individual responsibilities, supports everyone's efforts to succeed, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interests, looks for ways to improve and promote quality, monitors own work to ensure quality
* **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality
* **Quantity:** Meets productivity standards, completes work in timely manner and strives to increase productivity

**POSITION QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Technological Skills:**

* Working knowledge of personal computer and Microsoft applications; including but not limited to Microsoft Word.
* Ability to type 6,000 keystrokes per hour alphanumeric or numeric.

**Language Ability:**

* Ability to solve practical problems and follow written, verbal, or diagrammatic instructions independently.

**Math Ability:**

* Ability to perform basic mathematical calculations; add, subtract, multiply, and divide whole numbers, including fractions, decimals, and percentages.

**Reasoning Ability:**

* Possess good mechanical aptitude; comprehend and resolve basic mechanical problems with hardware.

**POSITION WORKING CONDITIONS/ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work assignment is in the OC1 Facility with no WFH Opportunity.

**Physical Demands:**

* The employee must **regularly** lift and /or move up to pounds,
* The employee must **frequently** lift and/or move up to  pounds,
* The employee must **occasionally** lift and/or move up to pounds**.**

**Physical Activities:**

* While performing the duties of this position, the employee is *regularly* required to sit, use hands to finger, handle or feel and talk or hear.
* The employee is *frequently* required to walk; reach with hands and arms and stand.
* The employee is *occasionally* required to climb or balance; and stoop, kneel, crouch, or crawl.

**EDUCATION AND EXPERIENCE:**

* High school diploma or general education degree (GED); or
* Minimum 6 months related experience and/or training; or
* Equivalent combination of education and experience.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position duties are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification.