

**CASUAL DOCUMENT IMAGING SPECIALIST
(Casual)**

Location: New Castle, DE

Hourly Rate: \$8.75- \$10.00

Opening Date: January 24, 2018

Closing Date: Until Filled

I. POSITION SUMMARY

The primary purpose of this position is to create digital images/pdf versions of existing paper files and engineering drawings. The employee will scan, convert, organize, correctly name, and perform quality control on scanned images. Images will become source of record. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in organizing Engineering Department archives
- Sort files to be stored in the appropriate digital files by the contract number or the facility
- Scan files and drawings into the Engineering Department's digital records
- Converts images in PDF and combines multiple images into a single PDF document

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to operate office equipment to include personal computers and scanners
- Basic knowledge of Microsoft Windows 10, e-mail applications and Adobe Acrobat Pro
- Ability to perform repetitive tasks such as scanning multiple pages
- Ability to accurately store images into digital records
- Knowledge of standard office practices and procedures
- Ability to establish and maintain effective working relationships with others

IV. REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- One (1) year of related office experience
- Basic computer skills and training
- Basic office equipment operation experience

V. SPECIAL REQUIREMENTS

- Subject to a background investigation and drug test

If you are interested in applying for this position please complete the on-line at www.drba.net. In addition, please attach a resume to the completed application.