

DOCUMENT IMAGING SPECIALIST (Casual)

Location: New Castle, DE

Hourly Rate: \$13.00

Opening Date: June 17, 2022

Closing Date: July 1, 2022

I. POSITION SUMMARY

The primary purpose of this position is to scan electronic files and enter appropriate information with files into a content management system. The employee will scan, convert, organize, correctly name, and perform quality control on scanned images. Images will become source of record. The nature of this work is highly confidential and requires professionalism and discretion. This position works Monday through Friday, 28 hours per week.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Imports and/or scans electronic files and enters appropriate information assorted with files into a content management system(s)
- Verify image quality during image capture
- Maintain strict confidentiality
- Add new material to file records, and create new records as necessary
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
- Scan or read incoming materials to determine how and where they should be classified or filed

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
- Experience in scanning/filing of confidential information preferred

V. SPECIAL REQUIREMENTS

- Subject to a background investigation
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

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.