



JOB DESCRIPTION

Job Title: Scanner Operator
Department: Production
Reports To: Production Supervisor

Position Summary

A Scanner Operator receives sets of document originals prepared by the document prep clerks to be reproduced as hard or soft copies. Saves soft copies on computer storage media in order to be more efficiently accessed by the document imaging company's clients.

Essential Duties and Responsibilities

- Analyzes documents in order to produce the appropriate shades and best resolution in scanned reproductions
- Inputs appropriate settings onto scanner computer screen by manipulating a mouse or typing from a keyboard
- Scans documents to reproduce as hard copies to be shipped, or as soft copies to be stored on CDs or secure server for future retrieval by clients
- Reorganizes original documents to be re-filed at conclusion of job

Requirements

High school or equivalent degree (GED)

Basic computer literacy (Microsoft Office applications Word, Excel, PowerPoint)

Ability to select best image resolution and shading, based on quality of each individual document

Familiarity with Kofax Ascent Software scanning software

Experienced in using Bell + Howell Scanners

Data-entry experience and light typing skills

Ability to communicate in English (verbally and in writing)

Excellent reliability and punctuality