



DOCUMENT IMAGING REPRESENTATIVE

(Seasonal)

Position Description

Effective: March 2023

Classification:	Non-Union	FLSA Status:	Non-Exempt
NRECA Job Code:	21-3511	Employment Status:	Temporary
Department:	Member Services	Location:	New England
Reports to:	Manager of Member Relations	Supervises:	N/A

DISCLAIMER: THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

PURPOSE FOR THE POSITION:

This position provides prompt, efficient, courteous, and reliable scanning services. Maintains cooperative documents on the software system. Prepares documents to be scanned and indexed and ensures documents can be properly viewed. Ensures cooperative documents are retained for the required retention period. Properly maintains scanning equipment.

QUALIFICATIONS AND EXPERIENCE:

To perform effectively in this position, applicant must be currently enrolled as a full-time student in a high school or GED program; completion of sophomore year preferred. Experience utilizing office automation technology and personal computer (Microsoft Word, Excel, Outlook) is preferred. A valid North Dakota driver's license is required.

CORE COMPETENCIES:

1. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
2. Review and abide by established policies and procedures of the cooperatives and associated entities.
3. Promote safety in every activity and attend scheduled safety meetings as directed. Become familiar with and abide by the Cooperative safety rules and procedures.
4. Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
5. Accept and adapt positively to changes in the position and within the cooperative and associated entities. Develop a commitment to accept ongoing change.
6. Be a positive influence within and outside the cooperatives and associated entities.
7. Support the Cooperative's mission by staying current with information to cultivate and positively project The Cooperative's philosophy.
8. Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
9. Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments.

ESSENTIAL JOB FUNCTIONS:

1. Scans contracts, minutes, and other vital records.
2. Maintains updated documentation for scanning practice.
3. Assists in the document imaging process by scanning, purging, and indexing documents. Verifies information indexed into the software.
4. Collects various documents to be prepared for scanning including service orders, work orders, security light

- contracts, membership applications, check vouchers and invoices.
5. Assists in the preparation of documents for imaging by purging documents including removing staples, writing account numbers on the document, making copies, as needed, and taping small documents on sheets of paper.
6. Operates the scanner for imaging of various types of documents.
7. Indexes all scanned documents into computer according to prescribed procedures, which pertain to the various documents.
8. Performs routine cleaning of scanner to insure it is operating properly.
9. Notifies supervisor of any problems detected during the document imaging process.
10. Retains cooperative documents for the required retention period.
11. Indexes documents for specific searches.
12. Works with supervisor in development of policies and procedures, suggests changes for improving the effectiveness and efficiency of the cooperative.
13. Performs other tasks and assumes other responsibilities as assigned by supervisor.

PHYSICAL REQUIREMENTS:				
	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Seeing: Read documents and computer screen.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking: Walk to various office items or offices.				X
Fingering/Grasping/Feeling: Use of pen, keyboard				X
Climbing/Stooping/Kneeling, etc.: Stairs	X			
Lifting: lift a maximum of 50 pounds from the floor	X			
WORKING CONDITIONS:				
	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Indoors, In an Office				X
Indoors, Warehouse/Shop	X			
Outdoors, Moderate/Extreme Weather Conditions	X			
Working at Heights greater than 5 feet above the ground.	X			

REMARKS:

Accepted by: _____
Employee *Date*

Date _____

Date _____