

DATE: MAY 25, 2010
INS100053
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IMAGING OPERATOR 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
RECORDS MANAGEMENT
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: RESPONSIBLE FOR PREPARING DOCUMENTS AND FILES FOR PROCESSING INTO INELLIVUE 6.2. PREPARES DOCUMENTS FOR SCANNING BY REVIEWING EACH DOUCMENT/FILE FOR ANY STAPLES OR PAPERCLIPS, REPARING ANY TEARS, XEROXING ANY NECESSARY DOCUMENTS, NOTING ANY ILLEGIBLE PAGES OR ANY DOCUMENTS WITH DOUBLE SIDED PAGES. YSCAN DOUCMENT/FILES INTO INTELLIVUE 6.2 USING THE FUJITSU FI-5900C SCANNER OR THE FLATBED SCANNER. INDEXES EACH DOCUMENT/FILE INTO INTELLIVUE 6.2 BY UTILIZING INFORMATION FROM THE I-VUE INDEX FORM OR FROM THE DOCUMENT/FILE. WILL ENTER ANY NECESARY BOOKMARKS AFTER INDEXING. VERIFIES DOCUMENTS ALREADY SCANNED BY QUERYING IN INTELLIVUE 6.2 AND VERIFYING THAT EACH DOCUMENT/FILE HAS BEEN SCANNED AND INDEXED CORRECTLY. ASSISTS IN THE PULLING OF DAILY MICOFICHE REQUESTS ASSURING THE NAME, SOCIAL SECURITY NUMBER AND CLAIM MATCH CORRECTLY. ASSISTS IN THE PROCESSING OF IN COMING OFFICES OF THE INSURANCE COMMISSION AND OFFICE OF JUDGES MAIL BY OPENING, DATE STAMPING AND REVIEWING EACH DOCUMENT IN ITS ENIRETY, DETERMING THE CORRECT NOMENCLATURE WHEN NECESSARY. PERFORMS OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE USING PC BASED SOFTWARE SUCH AS WORD PROCESSING, DATABASE OR SPREADSHEET OR IN ELECTRONIC DOCUMENT MANAGEMENT IMAGING OR SCANNING DOCUMENTS.
SUBSTITUTION: THREE SEMESTER HOURS OF COMPUTER SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY OR COMPLETION OF A FORMAL TRAINING PROGRAM IN DATA PROCESSING OR RELATED FIELD FROM A BUSINESS

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OR VOCATIONAL SCHOOL MAY SUBSTITUTE FOR THE
EXPERIENCE.

SALARY: PAY GRADE 006 \$19,488.00 - \$36,060.00

DEADLINE: JUNE 05, 2010

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS100053 ON APPLICATION