

DATE: JULY 27, 2011
INS110061
PAGE: 1

IMAGING OPERATOR 2
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: UNDER GENERAL SUPERVISION RESPONSIBLE FOR INCOMING MAIL FOR THE OFFICE OF JUDGES AND OFFICES OF THE INSURANCE COMMISSION AS TO READING AND COMPREHENDING DOUCMENTS TO ACCURATELY PRESORT AND PREP FOR SCANNING AND INDEXING ACCORDING TO THE OFFICE OF JUDGES/OFFICES OF THE INSURANCE COMMISSIONS NOMENCLATURES, CLAIMS INDEX AND CODE INDEX. INCOMING MAILS IS OPENED, DATE STAMPED, PREVIEWING FOR NAME, JCN/CRN OR POLICY NUMBERS (OIC), DOCTYPE AND SUBTYPE. ANY REPAIR TO THE DOUCMENT ITSELF SUCH AS RIPS, TEARS, COPYING IS DONE AT THIS TIME. PRESORTED DOCUMENTS ARE BATCHED ACCORDING TO THE NOMENCLATURE THAT APPLIES BY IDENTIFYING THE TYPE AND SUBTYPE AND PLACING A SEPARATOR SHEET BETWEEN EACH DOCUMENT. BATCHES CONSISTS OF UP TO 20 DOCUMENTS PER BATCH. BATCHES ARE SCANNED ONTO AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM BY WAY OF ELECTRONIC SCANNERS. DOCUMENTS ARE INDEXED IN THE OIC DESIGNED SOFTWARE SO THAT END USERS WILL HAVE ACCESS. EMPLOYEE MAY ALSO BE RESPONSIBLE FOR VERIFYING WITHIN THE INTELLIVUE 6.2 SYSTEM, CREATING CD'S CONTAINING FILE REQUEST AND OTHER DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS 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: SIX 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

DATE: JULY 27, 2011
INS110061
PAGE: 2

OR VOCATIONAL SCHOOL MAY SUBSTITUTE FOR THE
EXPERIENCE.

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: AUGUST 07, 2011

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

PLEASE INCLUDE POSTING NUMBER INS110061 ON APPLICATION