

DATE: MARCH 11, 2013
INS130028
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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 PERFORMS WORK IN ALL ASPECTS OF ELECTRONIC DCUMENT PRODUCTION, INCLUDING PREPPING OF DOCUMENTS, PROOFING, IMAGING AND INDEXING TO THEIR PROPER NOMENCLATURE. USES INDEPENDENT JUDGEMENT TO ASSURE APPROPRIATE IDENTIFICATION AND ROUTING OF DOCUMENTS. WORKS WITH OTHER STAFF MEMBERS TO RECEIVE, CATEGORIZE AND/OR CLARIFY CONTENTS OF A DOCUMENT TYPE FOR PROCESSING. MAINTAINS THE ABILITY TO INTERACT WITH EDMS, COMPUTER DATABASE AND OTHER COMPUTER SOFTWARE. ASSISTS IN THE PULLING OF DAILY REQUESTED MICROFICHE REQUEST FOR PROCESSING. MAY ALSO BE REQUIRED TO PREP, SCAN, INDEX AND VERIFY DOCUMENTS IN THE I-VUE SYSTEM. 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 OR VOCATIONAL SCHOOL MAY SUBSTITUTE FOR THE EXPERIENCE.

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

DEADLINE: MARCH 22, 2013

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER INS130028 ON APPLICATION