

**WORCESTER COUNTY**  
**Job Opportunities**

**DEPARTMENT:** TREASURER'S OFFICE  
**JOB TITLE:** DOCUMENT IMAGER II  
**COMPENSATION:** GRADE 8/STEP 1 \$12.64 HOURLY (PART-TIME) NO BENEFITS  
(1508 HOURS) \$19,061 ANNUALLY

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** Working independently, the imager is responsible for preparing and scanning documents into electronic storage format and performing quality control measures of scanned documents. While reporting directly to the Finance Officer, this position will also take direction from the Supervisor of the department where assigned for scanning.

**GENERAL REQUIREMENTS:**

- Pre-employment background check

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Prepares files for scanning including folders and maps.
- Performs document scanning, map scanning, and inspect images;
- Once scanned, verifies that sorted documents are legible, indexed and stored properly with high accuracy (98%);
- Adheres to the Worcester County Government Personnel Rules & Regulations; and works in a pleasant and harmonious manner with co-workers and the general public.
- Performs other related duties as required.

**QUALIFICATIONS AND SKILLS:**

- 6 months related experience in document imaging or similar position.
- Ability to learn the computer skills and software sufficient to perform the document imaging duties;
- Working knowledge of Microsoft Office applications;
- Exceptional organizational skills with attention to detail to produce work with high accuracy;
- Ability to perform duties independently and willingness to work as part of a team.

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.