

## **Pine Mountain Lake Association Job Description**

**Job Title:** Document Scanner  
**Job Code:** 50  
**Employee Name:**  
**Department:** Admin  
**Location:** Admin  
**Reports To:** Community Standards Director  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 12/8/21 sa

### **SUMMARY**

Supports office staff with accurately and correctly scanning files for electronic storage.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Must have competent computer skills, especially in Excel and Adobe.
- Familiar with office equipment such as scanners, printers, copiers and fax machines.
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Take documents, large blueprints, scan into PDF or other files.
- Indexing and scanning.
- Ensures quality assurance for scanned document
- Team player and problem solver.
- Create spreadsheets with large numbers of figures without mistakes.
- Verify data by comparing it to source documents.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Must have ability to stand for long periods of time.
- Regular, punctual attendance
- Other duties or tasks may be assigned

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, governing documents and rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, committee members, property owners or employees of Association.

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **OTHER SKILLS AND ABILITIES**

Ability to understand specific construction tools and practices.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 - 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.