

The Summit Federal Credit Union
Electronic Imaging Clerk
Job Description

Position Summary:

The Electronic Imaging Clerk is responsible for the maintenance of member files and information within the credit union. The main function will be the imaging of documents, up to and including preparation, organization, indexing and scanning. The duties of the imaging clerk also include, but are not limited to, filing, photocopying, logging items, and maintaining of file folders.

Essential Functions:

- Thorough preparation of documents to be scanned
- Accurate scanning of pertinent documents
- Perform indexing and quality control of own work, as well as, that of others
- Store and purge scanned documents as designated
- Train employees as needed on imaging system
- File member information which includes priority loan information (i.e., member denial information, member cancellation information)
- Pull and sort all closed accounts, forward to Iron Mountain each month
- Organize Closed Accounts and Paid Loans; forward to Iron Mountain monthly
- Serve as back up for Electronic Services phone queue

Other:

- Adhere to credit union and department procedures
- Participate in special assignments and projects as requested by management
- Assist management with reports and credit union documents

Qualifications:

Skills:

- Keyboarding skills and accuracy required as well as organizational skills
- Strong communication skills required
- Detail oriented

Ability:

- Ability to manage multiple tasks
- Must be able to sit for an extended period of time in an office environment
- Must be able to bend to file at different levels
- Physical ability to pull weight of approximately 25 pounds and to access floor level files

Education/Experience:

- Must have a high school diploma and a minimum of 6 months experience working in an office setting.

Working Conditions:

- Be able to sit and/or stand for extended periods of time
- Must be able to utilize/view a PC and/or monitor for an extended period of time
- Must be able to frequently use a keyboard to enter data
- Must be able to work independently without direct supervision

*Note: The above information on this job has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.