

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: Secretary (Scanning Clerk)

SALARY RANGE: \$1,697.50 - \$2,274.83 Bi-weekly
\$44,135.00 - \$59,145.58 Annual

REPORTS TO: Support Services Supervisor

LOCATION: Concord, CA.

RESPONSIBILITIES:

1. Produce digital copies of documents for retention purposes.
2. Prepare records for scanning.
3. Record technical, item, and structural metadata.
4. Organize scanned documents on various local, network and storage devices.
5. Type letters.
6. File electronic and paper documents.
7. Data entry.
8. Phone coverage.
9. Order supplies.
10. Use and trouble shoot office equipment: copier, fax machine, postal machine, scanner.
11. Maintain confidentiality and adhere to HIPAA regulations.
12. Provide administrative support to Case Managers as required.
13. Perform other related duties as needed.

QUALIFICATIONS:

1. High school graduate or GED equivalent.
2. Ability to bend down to pull charts from filing cabinets.
3. Display willingness to acquire new skills.
4. Accuracy and attention to detail a must.
5. Must meet productivity and accuracy standards.
6. 1 year office experience.
7. Type 40 wpm.
8. Experience in trouble shooting office equipment: copier, fax machine, postal machine, and scanner (preferred).
9. Ability to lift 40 lbs.
10. Ability to work effectively with supervision and as a part of a team.
11. Ability to operate a computer and scanner.
12. Working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint preferred.
13. Ability to understand and follow oral and written directions.
14. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.