

WEBER BASIN WATER CONSERVANCY DISTRICT

DOCUMENT SCANNER

Department: Administration

Seasonal – not to exceed 180 days

Non-exempt

M-F flexible hours between 8:00 – 4:30

JOB SUMMARY

Under the general supervision of the Manager, Administration and Office and Finance and Economics Director, performs high volume of document scanning and data entry on internal systems. This is a seasonal position with weekly hours averaging 25-30 hours per week not to exceed six-months.

ESSENTIAL JOB FUNCTIONS (Not necessarily a comprehensive list.)

- Type handwritten documents into a database.
- Scan documents into Record Management System and link to databases
- Move and organize files and boxed documents into a new physical filing system.
- Digitally catalog historic photos.

OTHER FUNCTIONS (Not necessarily a comprehensive list.)

- Performs other related duties as assigned.

NOTE: Essential and Other job functions are subject to change depending on District needs and the individual in this position may be required to perform other jobs. Any of the herein-stated requirements and conditions are subject to approval and/or waiver by the General Manager. The regular work schedule is subject to change depending on the District needs for this position.

MINIMUM QUALIFICATIONS (The education and experience requirements for this job may be satisfied by any acceptable equivalent combination of education and experience.)

Education: High school graduation or equivalent.

Experience: Must have computer experience.

Knowledge: Knowledge of basic arithmetic and general office practices and procedures. Should have some knowledge of basic safety practices. Knowledge of local geographical area would be helpful.

Skills: Must have good verbal and written communication skills. Must be reliable and trustworthy. Must interact well with others and establish and maintain effective working relationships with associates and the general public. Must be able to meet deadlines. Attention to detail is highly desirable. Must have good data entry and organization skills. Must be able to read and write English proficiently.

Abilities: Must have the ability to function independently and adjust to a changing work environment.

Special Qualifications: Must have and maintain a valid driver's license and an acceptable driving record per District policy. Ideal candidate will be energetic, organized and detail oriented.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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. Work may involve the moving or lifting of light to moderately heavy materials or equipment requiring physical strength and agility to withstand the strain of manual work. The employee is frequently required to sit; stand; walk; climb or balance; bend over, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move items up to 10 pounds and have the ability to lift, push, carry, pull and move items up to 30 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. The employee frequently works alone.

HIRING POLICIES

The District provides equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, age, disability, sexual orientation or any other category protected by applicable law. Weber Basin Water Conservancy District will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to and pass a background and motor vehicle records check. Hiring is also conditioned upon submission to and successfully passing a physical exam and a urine test to screen for the presence of drugs and alcohol.