

**Company Description**

CASNET provides Document Management Solutions, Scanning and Data Entry Services and Professional Consulting to companies and organizations in the Government, Education, Healthcare, Commercial, and Manufacturing sectors.

**Job Description**

The Document Imaging Specialist is responsible for performing all work areas required for digitizing, indexing, and storing client documents, while maintaining security and confidentiality. Work steps include preparing, scanning, indexing, quality assurance, and delivering documents to client per the application specifications. CASNET is open from 7:00 am – 8:30 pm Monday through Friday. Our shifts include:

- 7:00 am – 3:30 pm
- 8:00 am – 4:30 pm
- 10:00 am – 6:30 pm
- 12:00 pm – 8:30 pm

**Responsibilities:**

- Review job specification applications prior to all jobs
- Prepare documents in a manner which will ensure successful scanning by removing staples, smoothing folded pages, mending torn pages, arranging documents into the proper sequence and inserting target bar code sheets
- Scan documents according to the instructions stated on the job application specification sheet
- Achieving the throughput requirements as stated on job application specification sheets Scan high quality documents at a rate to meet customer specifications by manually feeding batched documents into machinery to minimize rescans; clear jammed or double-fed papers
- Review images while scanning
- Maintain clean workstation
- Performing occasional data entry as needed prior to scanning documents
- Review each scanned image in software and ensure documents were scanned and meet all accuracy and quality standards; correct or rescan any issues identified
- Keying, verifying, and correcting data via data entry software and equipment
- Deliver final product to client as specified in requirements; delivery can include, transferring files to FTP sites, uploading to repository, or copying to flash drives
- Respond to general customer requests, regardless of assignment, in a timely and appropriate manner
- Complete all required paperwork accurately; paperwork includes time sheets, project worksheets, box worksheets, QA Form, and labels, and any additional assigned paperwork
- Manage all data in a manner that adheres to Company security and confidentiality policies

**Qualifications**

- Basic computer and typing experience are required
- Microsoft Windows proficient
- Able to follow clearly established and defined procedures and know when to appropriately escalate issues for guidance
- Good verbal and written communication skills; effective at conveying and explaining information
- Keen attention to detail
- Accurate and efficient typing skills
- Good analytical and problem-solving skills necessary for understanding, sorting, and separating document types; can anticipate and avoid issues that prevent successful document processing
- Capable of identifying and completing tasks independently, with a sense of urgency and ownership
- Demonstrated success at maintaining high personal work standards
- Able to safely, frequently, and independently move and handle 25-pound boxes
- You will be tested to determine your level of computer skill and typing speed
- There is a required background check and drug test