



CITY OF HIGHLAND RECORDS RETENTION DIVISION

Scanning Intern

This position is designated for students who are currently enrolled in college.

Description

The city is seeking a highly motivated college student to perform a variety of basic administrative duties. The Scanning Intern, under direct supervision, is responsible for converting a variety of documents from hard copy to electronic format. Responsibilities include scanning documents using established batch classes; operating scanning hardware and software; performing quality control functions for scanned document; and performing basic troubleshooting and maintenance for scanned hardware.

Required Knowledge, Abilities and Skills

- Maintain a positive working relationship with co-workers, other City employees and the public using principles of good customer service
- Knowledge and proficiency in the use of technology (i.e. computers, word processing, database spreadsheet programs)
- Knowledge of alphanumeric filing systems
- Skill and knowledge in the operation, use and care of office equipment, including desk scanner and large scanner for building and engineering plans
- Communicate clearly and concisely in both written and oral form
- Maintain various organizational systems
- Perform clerical and administrative tasks quickly and accurately, detail-oriented
- Ability to be flexible and adaptable in a variety of situations
- Meet strict timelines and perform multiple tasks
- Willingness to be a team player
- Ability to lift 25 pounds

Time Commitment: 18 hours per week at \$11.00 per hour, no benefits.

Applicants must possess a valid driver's license and auto insurance.

The passing of a pre-placement physical will be performed as a condition of employment. Appointees will be fingerprinted and required to pass a background investigation. A DMV background check will also be performed.

Submit your resume to Elena Rodrigues, Administrative Assistant III, at erodrigues@cityofhighland.org. Applications will be accepted until position is filled. EEO.