CENTRAL TEXAS
Regional Mobility Authority

POSITION DESCRIPTION:
DOCUMENTS CLERK (TEMPORARY)

POSITION TITLE:	Documents Clerk
REPORTS TO:	Legal Assistant
SUPERVISES:	None
FLSA EXEMPTION STATUS:	Full-time, Non-Exempt (Temp.)
JOB GRADE:	TEMPORARY
SALARY:	$15.00 per hour

SPECIAL PROVISION:
This position is a non-exempt, temporary position expected to work 40 hours per week until conclusion of assignment. The assignment is anticipated but not guaranteed to last approximately 6 to 8 months. This position is not eligible for CTRMA employee benefits.

SUMMARY OF PURPOSE:
The Documents Clerk is responsible for scanning and indexing documents into CTRMA's Enterprise Document Management System for record-keeping purposes.

PHYSICAL/MENTAL REQUIREMENTS:
1. Uses personal computer/scanning equipment approximately 6 hours per day.
2. Assesses and organizes documents for proper document scanning.
3. Sits approximately 6 hours per day.
4. Bends and stoops throughout the work day to access and store documents.
5. Occasionally lifts boxes of documents and materials up to 25 lbs.

ESSENTIAL FUNCTIONS:
1. Scan documents to enterprise document management system.
2. Prepare documents for scanning, data entry and indexing.
3. Ensures quality control of documents entered to document management system, including appropriate indexing and optimum resolution of scans.
4. Organizes original documents to be re-filed.
5. Performs other duties as requested or required.

POSITION REQUIREMENTS:

1. High School diploma or equivalent is required; one year of vocational training or college is preferred.
2. 6 months - 1 year of experience in document/records management role.
3. Strong computer skills.
4. Knowledge of scanning/copying/indexing functionality.
5. Effective usage of English grammar, syntax, punctuation and proofreading.
6. Proven skills in organizing work, attending to detail and taking direction.
7. Proven skills in managing time effectively and prioritizing activities.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for the CTRMA other work duties not specifically listed herein.

Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.

To apply please send cover letter and resume to:

CTRMA Documents Clerk
Attention: Angelique Haseley
Central Texas Regional Mobility Authority
301 Congress Avenue, Suite 650
Austin, Texas, 78701
(512) 450-6312 FAX
EMAIL: *ashaseley@ctrma.org*

Questions concerning this posting may be directed to the same address. Resumes will be accepted by hard copy, facsimile or email until July 29, 2011 at 4:00 pm.