



## JOB DESCRIPTION

**Position Title:** Document Preparation Specialist

**Department:** Conversion Services

**Reports To:** Production Coordinator

**EEOC Class:** Administrative Support Workers

**FLSA Status:** Non-Exempt

### Position Summary

The Document Preparation Specialist will prepare documents to be efficiently scanned. The Document Preparation Specialist will also provide reverse preparation services for the proper return of documents to our clients. The selected candidate will be expected to carry out the error free execution of document preparation and reverse preparation according to the set procedures outlined in each project's methodology.

### Essential Job Functions

- Review each project's written methodology in detail with the Production Coordinator.
- Demonstrate a thorough understanding of all document preparation and reverse preparation procedures for your assigned project.
- Remove staples, paper clips, binder clips, etc. from all client documents.
- Tape torn paper, straighten folded paper, handle sticky notes, etc. according to each project's set methodology.
- Consistently meet or exceed minimum productivity standards set for each project.
- Reverse preparation of documents to the specifications noted in each project's set methodology.
- Manually classify records into categories and sub-categories with accuracy and speed.
- Maintain an organized and efficient work area.
- Ensure that work is accurate, complete, and delivered in a timely manner according to each project's set methodology.
- Regular, consistent, and predictable attendance.
- Performs other related duties as assigned.

### Qualifications (Knowledge, Skills, Abilities)

- Excellent verbal and written communication skills
- Ability to solve simple and complex problems
- Excellent organizational skills
- High degree of accuracy and attention to detail
- Ability to lift up to 30 pounds

### 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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.



**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.