POSITION ANNOUNCEMENT

TITLE: SCANNING TECHNICIAN
DEPARTMENT: ASC FINANCIAL SERVICES DIVISION
REPORTS TO: ACCOUNTING SUPERVISOR
HOURS: PART-TIME
SALARY RANGE: $11.00 - $14.00/PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Scanning Technician will scan various documents such as checks, invoices, cash receipts, and journal entries; uses correct codes and descriptions to save corresponding documents; ensures scanned documents are attached and saved properly into the system, using a software program; update procedure manuals for scanning; maintain and update filing for all scanned documents.

ESSENTIAL FUNCTIONS:
• Responsible for scanning a variety of documents, including Accounts Payable and Accounts Receivable.
• Responsible for converting archival materials to digital format using a high resolution scanner.
• Support the preparation of materials for scanning.
• Calibrate, clean, and prepare all components of scanner and computer work station on a regular basis.
• In charge of ensuring document attachments into software program.
• Maintain and update department's filing room and basement files.
• Prepare and maintain scanning procedure manual.
• Keeps current on developments and advancements in computer technology and equipment.
• Other duties as assigned.

MINIMUM QUALIFICATIONS:
• Two years of experience in the field or in a related. Has knowledge of commonly-used concepts, practices, and procedures within a particular field
• Personal computer literate (Excel and Microsoft Word)

EDUCATION:
High School diploma. Some College courses desirable.
PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE:
To be considered an applicant; you **must** apply through our online applicant portal found on the following site:

[http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx](http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx)

Please include an attachment with your hour's availability when applying through the portal.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.