



Job Title:	Microfilm Image Capture Specialist
Client/Contract:	Department of the Treasury; Bureau of the Fiscal Service
Security Clearance:	Public Trust
Location:	Boyers, PA
Position type:	Full Time/Exempt
Schedule:	Monday – Friday, 1st shift
Report to:	Project Manager
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

OVERVIEW

QualX Corporation provides subcontractor support services to the Department of the Treasury, Bureau of the Fiscal Service (BFS) microfilm digitization to the effect of inventory and movement of records, security of records, and image and document conversion quality management services. *QualX Corporation is an equal opportunity employer.*

DUTIES AND RESPONSIBILITIES

- Reviewing roll film for flaws or breaks, repairing as necessary
- Scan roll film to electronic images, assuring a quality image
- Auditing roll film through a Quality Control (QC) process to ensure quality of data
- Ensure accurate data entry as needed
- Follow production procedures when completing internal documentation and tracking
- Adhere to Imaging Center guidelines of maintaining a clean and organized work environment
- Access to records may require the individual to move boxes with a weight up to 25lbs
- Other duties, as specified

QUALIFICATIONS AND REQUIREMENTS

- Familiarity with operating PC and other computer related products in a work environment
- Ability to type 30 wpm at 99% accuracy
- Proficiency in reading, writing & communicating in English
- Ability to communicate effectively with coworkers and management
- Ability to maintain record order and sequence
- Ability to understand the importance of detail and accuracy
- Ability to work at a sustained pace to meet production rates while producing quality work acceptable to the Government
- Willingness to accept change in assignments and long durations of project assignments
- Ability to work independently with minimal supervision
- Holding security clearances/approvals as required by the contract (Public Trust)