



Service Bureau Document Prepper
Job Description

Individual:
Accountable to: Service Bureau Supervisor

FLSA Classification: Hourly non-exempt
Supervises: none

Work schedule:
8-5, M-F

STACKS's Mission:
To help businesses better manage, more easily access and securely protect their vital information.

Position mission:
A Stacks Service Bureau Representative Prepper is an important part of the Stacks Team, appreciates the relationship between customers and Stacks; works accurately with an eye for detail; understands all aspects of the Stacks business, their important role in the provision of service to customers, and maintains excellent communication with other Stacks staff.

- Essential Functions:**
- Prep documents for the scanning process by completing the following tasks:
 - Copy file folder tabs
 - Remove staples and other binding materials
 - Insert separator sheets to divide file contents

- Performance Measurements:**
- A benchmark will be set for each type of document (usually by the box). The prepper is expected to achieve the benchmark at a minimum 85% of the time.

Physical Demands:
Ability to lift 40 pounds.
Must be able to stand for extended periods to make copies.
Must be able to sit for extended periods to complete prep process.
Must work fast, accurately & quietly

Work Environment:
Work environment is typical of an office, and includes a workspace with document prep tools, box cart & office chair.

This job description does not state or imply that these are the only activities to be performed by the team member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Stacks. An individual seeking an accommodation should contact the supervisor.

Job descriptions are not intended to and do not create employment contracts. Stacks maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name



Service Bureau Document Prepper
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Supervisor Signature & Title

Date

Supervisor Print Name

President Signature & Title

Date

President Print Name