



San Gabriel / Pomona
Regional Center

FILING/DOCUMENT IMAGING CLERK CLIENT RECORDS DEPARTMENT

Full-time- Non-exempt

Salary Range - \$17.68- 25.34 Hourly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

The Position

Under the direction of the Administrative Services Manager, the primary responsibility of the Filing/Document Imaging Clerk is to perform document imaging responsibilities and works with various digital tasks pertaining to electronic records.

Essential Job Functions

Filing Responsibilities

- Sort and file on average more than 300 documents daily.
- Pick up materials to be filed from offices within the agency.
- Create digital files/packets.
- Search for and locate missing documents.
- Duplicate documents
- Effectively operate and utilize office equipment.
- Purge outdated materials from digital files.
- The ability to use FTP sites.
- Indexing new charts digitally

Document Imaging Responsibilities

- Operates software to enter and retrieve electronic documents/files.
- Audit charts for accuracy.
- Scans hardcopy documents to create Digital image.
- Index material scanned.
- Processes requests for chart requests of Digitally stored material
- Assists with other record duties as needed or assigned.
- Maintain Confidentiality of all client records and follow HIPAA/PHI compliance.
- Support staff across the agency with Client record needs.
- Other responsibilities may be assigned as required.

Employment Standards

A High School Diploma, and one year of experience involving a high volume of work with records and/or document imaging or digital tasking pertaining to electronic records.

Knowledge and Abilities

- Knowledge of office methods, practices, and procedures
- Alpha and numeric filing systems
- Basic operation of office machines and equipment
- Computer competence

Knowledge and Abilities continued

- Ability to follow oral and written instructions.
- Attention to details.
- Organize work to meet deadlines.
- Ability to collaborate and work as a team.
- Accurately type a minimum of 20 words per minute

Other Essential Requirements

- A valid driver's license, reliable transportation and minimum liability insurance coverage is required.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.