

Wisteria View Housing

Title: Digitization Specialist (Temporary)	Date Open: 6/01/25	Date Closed: Until filled
Department/Location: Wisteria View Manor 1400 S. Main St., Seattle, WA	Reports to: Office Manager	Shift: Mon – Fri, 9AM – 6PM
Status: Temporary Employee	FLSA: Non exempt	Salary Range (Hourly Rate) \$20.76 per hour
Company Program Description:	Wisteria View Housing develops, owns and operates affordable housing in Seattle, Washington. Wisteria View Manor is an 86 unit apartment building located in central Seattle which serves low income seniors and disabled individuals (HUD project based Section 8).	
Position Description:	Temporary (summer) position supporting a project transitioning the company's paper filing system to a digital filing system. You will be responsible for handling, tracking, scanning and re-filing paper documents followed by organizing the digital images of the documents in a new filing system on a server.	
Essential Functions:	<p><u>Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Safety & Accident Prevention: Identify and address hazards following safety rules, equipment & tool instruction manuals and training. 2. Scanning & digitization – preparing records for digitization; separating a variety of records, preparing paper documents for digitization, removing staples, binding, and paperclips. 3. File uploading – performing quality control to ensure documents are scanned correctly with clear images and entered into our file server in an orderly manner. 4. Document security and confidentiality – follow best practices and Federal Cyber Security training for document and file security for both paper and digital documents. 5. An average minimum of 18" (banker box) per day of document preparation and scanning will need to be maintained. 6. An average error rate of 2% or less. 7. Perform general office clerical tasks such as typing, filing documents in an orderly & accessible manner, updating & maintaining records, double checking paperwork for accuracy & completeness, collecting documents from different departments & organizing them, developing an effective document storage & filing system, data entry, and answering phones. 8. Maintain a clean and orderly workplace. 9. When assigned, assist in monitoring the building's Emergency Call System, respond to alarms, assess the situation, and resolve the problem per company policy & procedures. Log all ECS activities and keep management informed of ECS issues & problems. 10. Assist tenants and other staff as needed. 11. Various other tasks as assigned. 	

Job Requirements:	<p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. High School diploma or GED. 2. Ability to assess emergency situations, prioritize needs, and respond. 3. Ability to efficiently allocate cognitive resources to achieve thoroughness and accuracy when accomplishing tasks, no matter how small or large (attention to detail). 4. Ability to read, write and verbally communicate in English, understand and follow instructions, procedures and regulations including government documentation. 5. Ability to accurately and quickly perform mathematical calculations (add, subtract, multiply, divide, fractions, percentages) and calculator skills. 6. Good verbal (in person and by phone), written (letters, memos, e-mail and text) and interpersonal skills. 7. Proficient in Microsoft Windows, Excel and Word and in the use of e-mail. 8. Good attention to detail. 9. Ability to manage time effectively to prioritize and meet deadlines. 10. Ability to take initiative and work independently 11. Ability to plan and organize own work. 12. Ability to collaborate on group projects and follow directions. 13. Support and uphold the mission, beliefs and values of Wisteria View Housing. 14. Strong multi-tasking abilities to handle competing deadlines. 15. Empathy for senior citizens and the disabled. 16. Customer service oriented. 17. Maintain composure in the presence of a language barrier. 18. Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations. 19. Ability to lift boxes between 35-40 pounds consistently. 20. Ability/availability to occasionally work weekends to cover vacation and/or sick days by other staff members. 21. Criminal history and sex offender background checks are required prior to employment. Must have a clean record. <p><u>Preferred Qualifications:</u></p> <ol style="list-style-type: none"> 22. Prior office/clerical work experience. 23. Digitization experience a plus. 24. Completion of one or more years of college. 25. Basic knowledge of Landlord-Tenant regulations and Fair Housing. 26. Ability to speak and understand Chinese (Mandarin, Cantonese & Taishanese) 27. Basic knowledge of first aid (current certification in first aid and CPR) <p><u>Substitute qualifications:</u></p> <ol style="list-style-type: none"> 28. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.
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Wisteria View Housing is an Equal Opportunity Employer.

Wisteria View Housing retains the right to change or assign other duties to this position.
Please let us know if you need special accommodations to apply or interview for this position.

APPLICATION PROCEDURE

Send application, resume and cover letter to HR@wisteriaview.org