



Franklin County Clerk of Courts
Maryellen O'Shaughnessy, Clerk

INTERNAL and EXTERNAL POSTING

Job Title: Records Management Specialist (Full-Time, Non-Bargaining Unit)
Division: Auto Title South
Manager: Kenneth Skeaton
Job Posting ID: 03-AT-16
Posting Dates: Thursday, April 28, 2016 – Wednesday, May 4, 2016 11:59 pm
Starting Salary: \$12.61 Hourly/ \$26,228.80 Annually

Responsibilities and Duties:

- Performs clerical duties regarding the maintenance of legal documents and vehicle titles.
- Responds to inquiries and requests for information by telephone, in person, or mail.
- Travels to all auto title offices, courthouse, and post office to pick up and deliver incoming mail, office supplies and forms, and retrieve outgoing mail.
- Locates and pulls files, and makes copies for the public, court personnel, and legal community.
- Maintains communication with various departments and/or governmental agencies.
- Prepares documents for scanning, imports and exports images, and performs routine scanner maintenance.

Minimum Qualifications:

- A high school diploma and/or any equivalent combination of education, experience, and training.
- Skill in computer operation, typing, and data entry.
- Ability to read, copy, and record figures, and calculate fractions, decimals, and percentages.
- Ability to carry out instructions; deal with problems within a familiar context.
- Ability to handle cash and make change.
- Must be able to communicate effectively and respond to routine inquiries from public or officials.
- Must be able to develop and maintain effective working relationships.

To apply please submit a resume and application by E- mail to employeeapps@franklincountyohio.gov or online at <http://clerk.franklincountyohio.gov/employment.cfm>.

Salary Range: \$12.61 - \$16.40 Hourly/ \$26,228.80 - \$34,112.00

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Jamie Belcher

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