



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

Internal and External Job Posting

Job Title: Scanning Clerk (Full-Time, Bargaining Unit)
Division: Domestic Relations
Manager: Debra Buechner
Posting ID: 07-DOM-21
Posting Dates: Friday, October 15th, 2021 – Friday, December 31st, 2021
Starting Salary: \$15.00 Hourly/ \$31,200.00 Annually

Responsibilities and Duties:

- Under general supervision, prepares documents for scanning; imports and exports images; and perform routine scanner maintenance.
- Index and prepare documents for scanning, import images into Intellivue.
- Export images using Microfiche Manager Software.
- Perform routine scanner maintenance.
- Redacts, quality assures, and makes all E-File documents (e.g., complaints, answers, demands for discovery, orders for records, subpoenas, and motions) public.
- Performs a variety of clerical tasks in order to assist with the efficient operation of the office (e.g., organizes and maintains records and files); provides in person and telephone assistance to customers. Performs other duties as assigned.

Minimum Qualifications:

- High School Diploma, and/or any equivalent combination of education, experience, and training, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Knowledge of addition, subtraction, multiplication, and division; office policy and procedures.
- Ability to carry out instructions – written or oral. Deal with problems within a familiar context.
- Skill in operation of computer, operation of peripheral machines (e.g., scanner, printer, use of modern office equipment).
- Ability to gather, collate, and classify information; deal with problems involving few variables within familiar context; read, copy and record figures; proofread material, interpret data, recognize errors and make corrections; read short sentences with concrete vocabulary; assess questions and provide appropriate information or referral; move limbs, fingers easily to perform manual functions repeatedly; cooperate with co-workers on group projects.
- Ability to read, copy and record figures numerically.
- Ability to alphabetize, proofread materials, recognizes, and corrects errors.

Vaccination is a requirement for employment.

Visit our application website to create a user account and submit application at

<https://clct.franklincountyohio.gov/employment/>

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

Contact: Sonya Thompson Phone: 614-525-4130

Email: slthomps@franklincountyohio.gov

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