



# The Honorable Maryellen O'Shaughnessy

## Franklin County Clerk of Courts

### Internal and External Job Posting

Job Title: Document Management Specialist (Full-Time, Bargaining Unit)  
Division: General  
Manager: Janie Stanley  
Posting ID: 06-G-22  
Posting Dates: Friday, May 20<sup>th</sup>, 2022 – Friday, June 24<sup>th</sup>, 2022  
Starting Salary: \$15.00 Hourly/ \$31,200.00 Annually

#### Responsibilities and Duties:

- Under general supervision, performs data entry, interprets data, and performs a variety of clerical tasks.
- Processing of legal documents or vehicle titles.
- Locates and pulls files, and makes copies for the public, court personnel, and legal community.
- Maintains communication with various departments and/or governmental agencies.
- Process incoming and outgoing mail.
- Enters data from legal documents on computer and verifies the accuracy of the data.
- Performs a variety of clerical tasks in order to assist with the efficient operation of the office.

#### 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.
- 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.

#### **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](mailto:slthomps@franklincountyohio.gov)

**EOE**