



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

Internal and External Job Posting

Job Title: Records Management Specialist (Full-Time, Bargaining Unit)
Division: General
Manager: Janie Stanley
Posting ID: 08-G-22
Posting Dates: Friday, May 20th, 2022 – Friday, June 24th, 2022
Starting Salary: \$15.00 Hourly/ \$31,200.00 Annually

Responsibilities and Duties:

- Provides assistance and informational services to customers, in person or by telephone.
- Performs clerical duties regarding the maintenance, inventory, and disposal of legal documents.
- Responds to inquiries and requests for information by telephone, in person, or mail.
- Process incoming and 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.
- Acts as cashier for payment of copies of records.

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.

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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