

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Imaging Production Assistant/Clerk 1 (Lead)	CLASS NUMBER: 10001.2	FLSA: Non-Exempt
AGENCY/DIVISION: Child Support Enforcement Agency	JOB TYPE: Full Time, Classified	PROBATION PERIOD: New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
BARGAINING UNIT: Teamsters	PAY GRADE: T2	POSITION CONTROL #: Varies
POSITION LOCATION: 80 E. Fulton Street Columbus, Ohio 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Imaging Production Supervisor (081580)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Imaging Production Assistant/Clerk 1(Lead) classification is to perform general clerical work, scan records and files, sort, alphabetize, purge records and documents and to provide support to lesser experienced staff.

JOB DUTIES:

Opening mail and preparing documents for scanning. Scan and identify incoming documents. Conduct research to locate case number. Scan and index documents with correct case number and document type and route to the appropriate individual. Scan prepared files into imaging system indexing appropriately and checking quality of images. Distribute mail, packages and other materials throughout the agency.

Remove paper files from shelves. Check to determine whether case is opened or closed. Box case either for scanning preparation if open or file destruction if closed. Use electronic system to track movement of file from shelf to appropriate box.

Assist in training new staff within the unit. Assist in preparing necessary training aids and/or resource guides for Records Room staff. Work with supervisor and manager to identify training needs. Provide leadership within the unit for staff with questions or concerns about specific procedural questions or client or staff interactions

Witness on site or off site destruction of records and track same. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of office practices and procedures. Skill in equipment operation. Ability to deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; screen mail; arrange items in numerical or alphabetical order, sort items into categories according to established methods; check pairs of items that are similar or dissimilar; work alone on most tasks, answer routine telephone inquiries from public; demonstrate strength to lift up to 70 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High school diploma, GED or equivalent with six (6) months of general office experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date