

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

<b><u>CLASSIFICATION TITLE:</u></b> Imaging Production Assistant/Clerk 1	<b><u>CLASS NUMBER:</u></b> 10001.1	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Child Support Enforcement Agency	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<b><u>BARGAINING UNIT:</u></b> Teamsters	<b><u>PAY GRADE:</u></b> T1	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 80 E. Fulton Street Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Imaging production Supervisor (081580)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Imaging Production Assistant/Clerk 1 classification is to provide general clerical support by sorting, filing, alphabetizing, scanning, and/or purging records and documents.

**JOB DUTIES:**

Open mail and prepare 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.

When directed as part of a project, 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:**

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or equivalent with six (6) months of clerical 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.

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Employee Name

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Employee Signature

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Date