

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

CLASSIFICATION TITLE: Imaging Production Supervisor	CLASS NUMBER: 10018	FLSA: Non-Exempt
AGENCY/DIVISION: Child Support Enforcement Agency	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N12	POSITION CONTROL #: 081580
POSITION LOCATION: 80 E. Fulton Street Columbus, Ohio 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Programmer Analyst 5 (081500)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		
Imaging Production Assistant Lead (081581) Account Clerk 1 (081588) Imaging Production Assistant (081582) (081583) (081584) (081585) (081585) (081586) (081587) (081589)		

CLASSIFICATION PURPOSE:

The primary purpose of the Imaging Production Supervisor classification is to supervise and maintain client records.

JOB DUTIES:

Maintain extensive files/records and supervising assigned staff who prepare and scan all incoming mail, documents and agency files. Perform quality control for imaged documents. Ensure appropriate productivity levels. Make quality corrections and provides training as needed. Coordinate in-house and offsite storage and documents document destruction according the agency’s Records Retention Schedule. Prepare and update written guidelines for the staff to follow. Maintain requires paper files including, e.g. administrative hearing files and interstate case files. Track files location as needed and ensure required Federal Tax Information confidentiality requirements are maintained.

Responsible for controlling incoming or outbound correspondence via regular mail or interoffice mail. Provide work direction regulating workflow and compliance of the department and various offices to retrieve and image case files. Maintain mail log and data records. Move and control administrative duties and close case files to offsite facility.

Compile statistical data reports as required by supervisor or director. May perform duties as a safety officer when needed. Supervise assigned staff. Monitor performance and attendance, addressing any performance or attendance concerns, including recommendations for discipline. Interview and recommend new hires. 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 management; supervision; public relations; office management; agency policy and procedures. Skills in equipment operation. Ability to Reasoning define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; gather, collate and classify information about data or things. Cooperate with co-workers on group project; demonstrate strength to lift up to 70lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in business or related field with five (5) years of records management experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

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