

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

<u>CLASSIFICATION TITLE:</u> Sustainability Officer	<u>CLASS NUMBER:</u> 30401	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T4	<u>POSITION CONTROL #:</u> 082097
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday - Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Client Info Supervisor (082200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Sustainability Officer classification is to manage and maintain inventory, receive and sort goods and provide customer service.

JOB DUTIES:

Greet clients in lobby area. Provide direction and assistance to meet client needs. Assist clients who desire an initial log-in to the State computer system. Improve customer service by creating positive interactions with clients and diffusing conflict whenever possible. Assist in the departmental process of converting paper files to electronic records which can include but is not limited to the follow: removing paper files from shelves; checking status and logging to a new location; purging and sorting paper files in preparation for scanning into OnBase document management system; logging files as scanned documents. Assist in sorting and scanning incoming mail. Research and scan loose document into OnBase document management system. 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 inventory control; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; understand manuals and verbal instructions, technical in nature; sort items into categories according to established methods.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with 12 months related 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