Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Clerical Supervisor	**CLASS NUMBER:** 10017	**FLSA:** Non-Exempt
AGENCY/DIVISION: Department of Job & Family Services	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N8	**POSITION CONTROL #:**
POSITION LOCATION: 1721 Northland Park Ave., Columbus, OH 43229	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):**
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:
The primary purpose of the Clerical Supervisor classification is to manage activities and workflow of assigned staff.

JOB DUTIES:
This is a very responsible supervisory position that involves the direct supervision of clerical workers. Has the responsibility for the maintenance, control and access of active and inactive cases. Coordinate activity associated with access to inactive case records, including cases that are located in off-site storage. Complete daily the input, case clearing, inquiry, review, and retention process on inactive cases. Perform daily the pulling, clearing, scanning, filing, and boxing of case records. This process includes standing to pull cases and assisting with the lifting of boxes (approximately 50-55 pounds). Assist staff with other assigned clerical duties as needed. Implement and controls retention and destruction of files in compliance with Federal, State, and County regulations.

Interpret agency and ODJFS policy and procedural regulations relative to the unit's operation. Manage staff including providing ongoing staff training, evaluating individual worker's performance, completing time sheets, completing reports, developing and implementing unit procedures, developing work standards, and coordinating work activity within the unit and with other agency units to assure harmonious inter-departmental work flow.

Answer inquiries from other agency staff and general public, as appropriate. Act as the agency's representative on case subpoenas involving inactive cases. May be required to provide supervisory coverage during periods of staff shortages. Assist in the eradication of backlogs in other Supportive Service units. 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 supervision; public relations; human relations; office management; office practices and procedures; agency policy and procedures; interviewing. Skill in word processing; equipment operation. Ability to carry out detailed but basic written or oral instructions; read and record figures accurately; copy records precisely without error; complete routine forms; maintain accurate records; interview job applicants effectively; prepare meaningful concise and accurate reports; use proper research methods in gathering data; gather collate and classify information about data, people, or things; answer routine telephone inquiries from public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
High School diploma or GED with three (3) years of office administration or clerical experience; or any equivalent combination of training and experience.

Additional Requirements
Must meet background check requirements.

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

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

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date:_____