

# POSITION DESCRIPTION

## FRANKLIN COUNTY RECORDER'S OFFICE

<b>WORKING TITLE:</b>	Electronic Data Management Clerk	<b>CLASSIFICATION:</b>	Deputy Recorder
<b>SALARY/PAY RANGE:</b>	Determined by appointing authority, based on qualifications		
<b>BENEFITS:</b>	As approved by appointing authority.		
<b>JOB LOCATION:</b>	373 South High Street, 18 <sup>th</sup> Floor, Columbus, Ohio, Franklin County		
<b>HOURS OF OFFICE:</b>	8:00 a.m. – 5:00 p.m.		
<b>DIVISION:</b>	Electronic Data Management Department/Data Entry Section		
<b>OFFICE:</b>	Franklin County Recorder Terry Brown, 373 S. High St., 18 <sup>th</sup> Floor, Columbus, Ohio 43215		
<b>POSITION STATUS:</b>	Full-Time, Permanent, Non-exempt, Classified		

### Job Duties:

Responsible for reviewing, verifying and editing the initial data entry input by the Cashiering Department/ Recording Services, utilizing the electronic code sheet and manual for EDM/Data Entry and Quality Assurance. Accurately verifies and inputs information contained in a full range of original recorded documents of the Recorder's Office in accordance with the Ohio Revised Code and departmental and office policies. Should be proficient in using computers and processing data within the DTS program. Will work on additional projects, scanning documents, cleaning scanning machines or other projects as assigned by the Senior Deputy / Operations Manager as required.

**Reports to:** Senior Deputy Recorder Electronic Data Management Department/Data Entry Section

### Minimum Qualifications:

High School Diploma or equivalent. Ability to type 40 words per minute. Ability to work in a standard office environment. Experience in clerical/office duties. Experience with Microsoft Office applications.

### Special Requirements:

Must be able to submit to and pass a personnel background investigation including: a BCI Criminal Web Check, a driving record check, civil and professional licensing records check and references.

RESUME AND/OR APPLICATION MATERIALS ON FILE WILL INDICATE HOW THE MINIMUM QUALIFICATIONS WERE MET.

**If you have any questions or concerns regarding this position, please contact:**

<b>Human Resources Department Franklin County Recorder's Office</b>	<b>Phone: (614) 525-3298</b>
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