

POSITION DESCRIPTION

FRANKLIN COUNTY RECORDER'S OFFICE

WORKING TITLE/CLASSIFICATION:	History Production Clerk
SALARY/PAY RANGE:	Determined by appointing authority, based on qualifications
BENEFITS:	As approved by appointing authority.
JOB LOCATION:	373 South High Street, 19 th Floor, Columbus, Ohio, Franklin County
HOURS OF OFFICE:	Generally 7:00 a.m. – 4:00 p.m. M-F; eligible for flexible work schedule
DIVISION:	Document Imaging Center Division; History/Production Section
OFFICE:	Franklin County Recorder Terry J. Brown, 373 S. High St., 18 th Floor, Columbus, Ohio 43215
POSITION STATUS:	Full-Time, Permanent, Non-exempt, Classified

Job Duties:

Microfilms or scans daily and history records from various County agencies. Inspects images and replaces as needed. Prepares documents for filming and scanning by removing staples, repairing tears and paper folds and inserting barcodes. Must meet daily deadlines.

Reports to: Supervisor of Document Imaging Center

Minimum Qualifications:

High School Diploma or equivalent. Basic computer skills for project setups and file transfers. Some knowledge of the various records that are filmed and scanned. Must be alert and attentive to details. Ability to multitask.

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:

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