

# FRANKLIN COUNTY RECORDER'S OFFICE

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>	<b>Position Title:</b> Data Entry/Quality Assurance Clerk
<b>Dept.:</b> Data/Quality	<b>Employment Status:</b> Full-Time
<b>Reports to:</b> Data/Quality Supervisor	<b>FLSA Status/Pay:</b> Non-exempt
<b>Normal Hours:</b> 40 hours; Monday–Friday	<b>Civil Service Status:</b> Classified
<b>EEO Status:</b> 06 – Administrative Support	<b>Starting Rate:</b> \$17.00/hour

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); six (6) or more months of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal Computer, computer software (e.g., Microsoft Office, Outlook, County Fusion, and other applicable computer software), fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 70% (1) Enters complete data information on newly recorded documents; reviews, verifies, and edits the initial data entry input by the Customer Service Department and Recording Services Department; verifies document type and that all fees are entered correctly; accurately verifies and inputs information contained in original recorded documents of the Recorder's Office in accordance with the Ohio Revised Code and departmental and office policies; reports data entry concerns to supervisor.
  - 25% (2) Assists management, team members, and other departments, as necessary with additional projects; performs scanning functions, as necessary; assists with cleaning and maintaining equipment.
  - (3) Attends meetings, as directed; attends training and seminars, as directed.
  - (4) Maintains required licensure or certification, if any.
  - (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
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(6) Demonstrates regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITIES:**

5% (1) Performs other duties as assigned.

## **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** office practices and procedures; \*County/department goals and objectives; \*County/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; \*laws, rules, and regulations regulating the operation of the Recorder's Office; computer software; records management; English grammar and spelling.

**Skill in:** typing; data entry; word processing; computer operation; use of modern office equipment.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; prepare accurate documentation; complete routine forms; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; lift files, files boxes, ledger books, etc.; travel to and gain access to work site; be attentive to detail.

## **POSITIONS DIRECTLY SUPERVISED:**

None.

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