



The Honorable Maryellen O'Shaughnessy Franklin County Clerk of Courts

Job Title: Document Management Specialist (Full-Time, Bargaining Unit)
Division: General
Manager: Tammy Seelig
Posting ID: 04-Legal-23
Posting Dates: Thursday, March 9th, 2023 – Thursday, April 6th, 2023
Starting Salary: \$17.15 Hourly/ \$35,672.00 Annually

Responsibilities and Duties:

- Under general supervision, performs data entry, interprets data, and performs a variety of clerical tasks.
- Processing of legal documents or vehicle titles.
- Locates and pulls files, and makes copies for the public, court personnel, and legal community.
- Maintains communication with various departments and/or governmental agencies.
- Process incoming and outgoing mail.
- Enters data from legal documents on computer and verifies the accuracy of the data.
- Performs a variety of clerical tasks in order to assist with the efficient operation of the office.

Minimum Qualifications:

- A high school diploma and/or any equivalent combination of education, experience, and training.
- Skill in computer operation, typing, and data entry.
- Ability to read, copy, and record figures, and calculate fractions, decimals, and percentages.
- Ability to carry out instructions, deal with problems within a familiar context.
- Must be able to communicate effectively and respond to routine inquiries from public or officials.
- Must be able to develop and maintain effective working relationships.

Vaccination is a requirement for employment.

Visit our application website to create a user account and submit application at:

<https://clct.franklincountyohio.gov/employment/>

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Sonya Thompson Phone: 614-525-4130 Email: slthomps@franklincountyohio.gov

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