

INTERNAL POSTING ONLY

DATE POSTED: 10/30/2009, 8:00 a.m.
DEADLINE FOR APPLYING: 11/3/2009, 5:00 a.m.

FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Clerk (Bargaining) **PCN:** 081208
DEPARTMENT: Administration/File/Mail Room
SUPERVISOR: Ron Bell, Records Management Supervisor
WORK HOURS: 8:00 a.m. – 5:00 p.m.
LUNCH HOUR: As Assigned

PRIMARY RESPONSIBILITIES: Perform general clerical tasks by sorting, filing, alphabetizing records and documents, pull files, match mail, referrals and assist in maintaining the filing system. Answer inquiries regarding files. Receive and distribute stock and supplies. Unload and load shipments, stock, boxes and equipment. Rotate stock for efficient storage. Maintain inventory control, pull and locate files. Answer routine questions. May be required to perform limited typing. Required to utilize the Agency computer system to enter information to locate, track and identify case file information. Is able to maintain a clean and orderly file room. Lift up to 60 to 70 lbs., if assigned to file room. May be required to act as a receptionist, greets visitors, answers routine telephone inquiries, take messages and refer calls and clients/consumers or general public to the appropriate staff person. Set up office records and files. File correspondence, reports, records, documents and other material. Maintain a filing system. Preserve and protect the confidential nature of any information maintained by the Agency.

MINIMUM QUALIFICATIONS: High School Graduate or GED. One-year experience working in an office is desirable. Ability to add, subtract, multiply and divide whole numbers and to read and write common vocabulary. Prefer experience in answering routine questions, office practices and procedures, knowledge in classifying information, sorting items into categories, and operating computer terminals. If position is assigned to the file room, prefer an applicant who is able to lift 60 to 70 lbs.

SCREENING CRITERIA:

- Experience filing and working in an office.
- Experience in operating computer terminals.
- Experience lifting 60 to 70 lbs., if position is assigned to the file room.

STARTING SALARY: \$10.62/hour, plus a comprehensive benefits package.

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

-EOE-

10/29/09