

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Clerk of Courts	Unit: Legal Records
Name:	Position Title:
Class Title: Lead Record Retention Specialist	Class Number:
Dept./Div.: Common Pleas Court	Civil Service Status: Unclassified
Reports To: Chief Deputy Clerk	Employment Status: Full-time
Pay: Resolution	FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Personnel management experience, Completion of secondary education, with proficiency in computer operation, knowledge of Microsoft office package preferred. Organizational skills with a keen attention to detail.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License with an acceptable driving record.

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

Computer, scanner, passenger vehicle, copy machine, telephone, and microfilm/microfiche equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

The employee is exposed to, must negotiate, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramp, shelving, portable fire extinguishers and the general public, exposure to dust.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

Agency: Clerk of Courts **Unit:** Legal Records
Name: **Position Title:**
Class Title: Lead Record Retention Specialist **Class Number:**
Supervisor's Title: Chief Deputy Clerk **Number:**

Supervises: Record Retention Specialist

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

70% (1) Performs scanning duties; identifies new records for scanning; updates previous scans when new documents need to be added; prepares for scanner and reassembles case files to proper status; transports files to and from offices to the scanning equipment and after scan returns same; recognizes and protects confidential records; inspects scanning and related equipment prior to and during operation of equipment and notifies supervisor of any problems; notifies supervisor when scanning supplies are needed.

(1) **Knowledge of:** (a);* (b);* (c).
Skill In: (e); (f); (g); (h).
Ability to: (i); (j); (k); (l); (m); (n); (o); (p).

25% (2) Labels and copies electronic medium; marks and files records in their original department and shreds documents as required.

(2) **Knowledge of:** (a);* (b); *(c)
Skill in: (g).
Ability to: (i); (k); (l); (m); (n).

5% (3) Under the authority of the Clerk of Courts, provides direction and ensures work complies with organizational standards; reviews and analyzes work of subordinate personnel. Assists staff and the public in access to records and performs routine clerical functions as may be required.

(3) **Knowledge of:** (a);* (b); *(c); (d).
Skill In: (e); (g).
Ability to: (j); (k); (l); (n); (o); (p).

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OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures;* (b) departmental policies and procedures;* (c) records management; (d) public relations.

Skill in: (e) computer operation; (f) scanning equipment operation and maintenance;* (g) use of modern office equipment; (h) motor vehicle operation.

Ability to: (i) carry out instructions in written, oral or picture form; (j) determine material and equipment needs; (k) communicate effectively; (l) arrange items in numerical or alphabetical order; (m) maintain records according to established procedures; (n) lift files, file boxes, ledger books, etc. up to fifty (50) pounds; (o) develop and maintain effective working relationships; (p) read and decipher cursive writing