



FRANKLIN COUNTY
Child Support Enforcement Agency
80 East Fulton St
Columbus OH 43215

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

POSITION TITLE: Records Management Supervisor **PCN:** 081580
(Non-Bargaining)

REPORTS TO: Jodi Hickle, Programmer/Analyst 5 **P. R.:** N12

RESPONSIBILITIES: Maintain extensive files/records and supervising assigned staff that prepare and scan all incoming mail, documents and agency files. Perform quality control for imaged documents. Coordinate in-house and offsite storage document destruction according to the Agency's Records Retention Schedule. Prepare and update written guidelines for staff to follow. Compile statistical data reports as required by supervisor or director.

Control incoming or outgoing correspondence via regular mail or interoffice mail. Provide work direction regarding workflow to meet the requirements of the department and various offices to retrieve image case files.

MINIMUM QUALIFICATION: Associate's degree in Business or related field with five (5) years of records management experience; or any equivalent combination of training and experience.

STARTING SALARY: \$20.34/hour, plus a Comprehensive Benefits Package.
180 Day Probationary Period

DATE POSTED: Monday, October 24, 2016

DEADLINE TO APPLY: Friday, November 4, 2016

If interested, please go to <http://Commissioners.franklincountyohio.gov/hr/> and apply on-line.

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