

Job Title:	Records Clerk
Reports To:	Director of Administrative Services

Mission Statement

Promote and foster cooperation, coordination, and cost-savings between governmental units and agencies, and to improve the criminal justice system through information services, technical assistance, analysis, grant development, research, and by providing regional services requested by the governmental units served.

Nature of Work

With limited supervision, performs Local, State, and National Criminal History Record Checks for civilian and government applicants. The Clerk will reconciliation monthly bank statements and work alongside the Senior Accounting Clerk on monthly billings. Other duties include data entry, client scheduling and updating/modifying the NORIS databases and other clerical duties. This position requires a high degree of accuracy and timeliness.

Duties, Key Responsibilities and Accountabilities as may be assigned

- Process local criminal history reports for civilian and government uses.
- Perform electronic fingerprint checks using Webcheck system for civilian and government criminal background checks.
- Record keeping and receipts for background checks.
- Enter and modify information in various NORIS databases as assigned.
- Generate customer receipts for Criminal History Checks.
- Enter BCI/FBI submitted requests into NCHOL application used to prepare monthly billing.
- Complete and maintain Ohio LEADS certification.
- Bank Reconciliations for the Fiscal Office.
- Perform other duties as required.

Qualifications

Must possess a High School diploma or GED. Excellent customer service skills, good word and spreadsheet skills, and ability to balance a cash drawer. Must possess and maintain a valid driver license or state identification. Must be able to pass a drug screening and background check. Rotating work days, M/T/W then W/Th/F from 8:00 A.M. to 4:30 P.M.

Benefits

- Part-Time: 24 hours per week
- \$16.75 / hour
- Vacation Time
- Holidays Off
- OPERS retirement system