

Support Services Supervisor – Job Description Summary

This position performs administrative, clerical, coordinating, and supervisory duties in the Support Services department. Responsible for managing the organization's Records Retention, Document Scanning, File Vault, Mailroom, Garnishment, Maintenance and various other support functions.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment