

OHIO
CLASSIFICATION
SPECIFICATION

CLASS TITLE:

Clerk 2

12112C

MAJOR AGENCIES:

County Offices, Universities

JURISDICTION:
Cnty., Univ.*Developed for Equal Opportunity*

FUNCTION: Under general supervision from clerical supervisor or other administrative supervisor, computes, checks, totals & processes purchase orders, billings, financial &/or budgetary statements &/or codes &/or makes changes in filed data, researches filed data & gathers information &/or statistics & maintains office records & files; may provide preliminary contact with general public, type routine materials & assist in training new employees; -PERFORMS RELATED DUTIES AS REQUIRED

% OF
TIME

JOB DUTIES

MAJOR WORKER CHARACTERISTICS

55-75

Processes financial &/or budgetary statements, purchase orders &/or billings or logs, checks &/or computes totals or statistics, &/or makes changes in filed data by adding &/or deleting materials, researches files for data, statistics & information requested & makes corrections to filed data; logs & codes data; maintains files.

Knowledge of (1) office practices & procedures*; skill in (2) hand computer &/or adding machine*; ability to (3) deal with problems involving several variables in familiar context, (4) add, subtract, multiply & divide whole numbers, (5) calculate fractions, decimals & percentages, (6) work alone on most tasks, (7) gather, collate & classify information about data, people or things, (8) use research methods in gathering data, (9) sort items into categories according to established method

11-31

Performs general clerical tasks (e.g., picks up, opens, stamps, distributes &/or sends out mail; does copy work; counts; compiles, picks up & delivers supplies; counts, sorts & collates materials).

Knowledge of 1*; ability to 3, 4, 7, 9, (10) demonstrate dexterity in collating & handling mail, letters & correspondence.

0-17

Provides preliminary contact with public, greets visitors; answers telephone, provides information, takes messages &/or refers calls.

Knowledge of 1, (11) public relations*; ability to 3, (12) answer routine inquiries from public.

0-16

Types routine forms, cards, labels, invoices, letters & other materials.

Knowledge of 1*; skill in (13) typing*; ability to 3, 4, 7, 9.

0-4

Assists in training of new employees.

Knowledge of 1; ability to 3, 4, 7, 9, (14) assist in the orientation of new staff.

**Developed after employment*

MINIMUM CLASS REQUIREMENTS: (including license, if any.)

Ability to calculate fractions, decimals & percentages & to read & write common vocabulary.

TRAINING & DEVELOPMENT:

TITLE

Clerk 2

CODE:

12112C