OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 3 1987

CLASS TITLE: Clerk 2

CODE: 12112C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervisiion from clerical supervisor or other administrative supervisor, computes, checks, tot & 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 REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	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 &/c adding machine*; ability to (3) deal wit problems involving several variables in familar context, (4) add, subtract, mult ply & divide whole numbers, (5) calculat fractions, decimals & percentages, (6) work alone on most tasks, (7) gather, cc late & classify information about data, people or things, (8) use research methc in gathering data, (9) sort items into categories according to established meth
2	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 & correspondenc
3	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.
4	0-16	Types routine forms, cards, labels, invoices, letters & other materials.	Knowledge of 1*; skill in (13) typing*; ability to 3, 4, 7, 9.
5	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.

(30) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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