

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Statistics Clerk	<u>CLASS NUMBER:</u> 10013	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days
<u>BARGAINING UNIT:</u> OCSEA	<u>PAY GRADE:</u> O3	<u>POSITION CONTROL #:</u> 100451
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Account Clerk Supv (100450)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Statistics Clerk classification is to process invoices from contracted providers of day care or other social services and provide other administrative support services.

JOB DUTIES:

Responsible for reviewing manual claim and payment adjustment forms for accuracy and completeness of information that are submitted for processing by licensed Day Care Centers and Home Providers in Franklin County. Determine validity of manual claims and enters attendance information into state system. Determine validity, and verify or calculate under/overpayments for payment adjustment forms and forward completed form to ODJFS.

Perform customer service functions: answer the phone, provide information and assistance regarding services, activities, procedures, processes, forms, or other issues. Research provider accounts and initiate problem resolution processes. Perform related provider/caretaker account resolution to include checking system information for accuracy, running reports, printing payment histories, etc. Maintain all payment related documentation in provider files for research and audit purposes. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; office management; office practice and procedures; policy and procedures. Skill in word processing; equipment operation. Ability to deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; copy material accurately and recognize grammatical and spelling errors; gather, collate and classify information; work alone on most tasks; answer routine telephone inquiries from public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: A high school diploma or GED is required; supplemented by one (1) year of experience in accounting, clerical or customer service work that includes 10-key calculation.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date