

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

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| <b><u>CLASSIFICATION TITLE:</u></b><br>Account Clerk 1                        | <b><u>CLASS NUMBER:</u></b><br>60203                                      | <b><u>FLSA:</u></b><br>Non-Exempt  |
| <b><u>AGENCY/DIVISION:</u></b><br>Child Support Enforcement Agency            | <b><u>JOB TYPE:</u></b><br>Full Time, Classified                          | <b><u>PROBATION PERIOD:</u></b><br>New Hire: 180 Days<br>Promotion: 120 Days<br>Lateral Transfer to new department: 60 |
| <b><u>BARGAINING UNIT:</u></b><br>Teamsters                                   | <b><u>PAY GRADE:</u></b><br>T4  | <b><u>POSITION CONTROL #:</u></b><br>Varies  |
| <b><u>POSITION LOCATION:</u></b><br>80 E. Fulton Street, Columbus, Ohio 43215 | <b><u>TYPICAL WORK SCHEDULE:</u></b><br>Monday – Friday 8:00 AM – 5:00 PM | <b><u>SUPERVISOR (PCN):</u></b><br>Varies  |
| <b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>                   |   |  |

**CLASSIFICATION PURPOSE:**

The primary purpose of the Account Clerk 1 classification is to perform administrative and general accounting work, to process financial documentation, and to maintain financial records for the agency.

**JOB DUTIES:**

Review, retrieve, and process documents (e.g., support payments, court orders, cases, etc.). Create and identify court orders to establish Non-IVD and IVD cases. Adjust, correct, and maintain accounts and ledgers. Update case information and review audits for calculated arrearage. Adjust and consolidate payment histories. Release payments, pull checks, stop payments, and void and disburse escrow funds to clients. Request manual checks and maintain spreadsheets for checks. Perform financial corrections for processed payment errors. Research adjustments, payments posted, and various problems. Input confidential information and provide safety practices when performing data entry and while tracking and identifying case information in the agency’s computer system. Answer routine telephone inquiries from clients, attorneys, employers, etc. Maintain records of bank deposits, mailings, letters, and reports. 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 bookkeeping; public relations; office practices and procedures. Skill in typing, equipment operation. Ability to add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; maintain accurate records; gather, collate and classify information about data; answer routine telephone inquiries.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with two (2) years of customer service and/or general office experience.

**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