

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

<u>CLASSIFICATION TITLE:</u> Clerk 1	<u>CLASS NUMBER:</u> 10001	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T1	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Varies
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Clerk classification is to provide general clerical support by sorting, filing, alphabetizing, scanning, and/or purging records and documents.

JOB DUTIES:

Perform general clerical tasks (e.g. sorting, filing, alphabetizing records and documents, pulling files and matching mail, assisting in maintaining a filing system, etc.). Perform data entry. Track and identify case information and the statuses of case files. Utilize agency computer system to retrieve information or duplicate, track, and identify case information. Provide administrative support to internal and external customers. Answer routine telephone inquiries, take messages, and refer calls to appropriate staff.

File correspondence, reports, records, documents, and other materials. Retrieve and distribute work to other departments in the agency. Perform copying and collation of office assignments. Maintain reports, records and documents as required by supervisor. 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 office practices and procedures; agency policy and procedures. Skill in word processing; typing; equipment operation. Ability to carry out simple instructions; follow basic oral instructions; copy material accurately and recognize grammatical and spelling errors. Maintain accurate records; arrange items in numerical or alphabetical order; sort items into categories according to established methods; work alone on most tasks; answer routine telephone inquiries from public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High school diploma or equivalent with six (6) months of clerical experience; or any equivalent combination of training and 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