

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

<u>CLASSIFICATION TITLE:</u> Clerical Specialist	<u>CLASS NUMBER:</u> 10015	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A3	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary (11:00 AM – 7:00 PM, 11:30 AM – 7:30 PM Weekdays; 9:00 AM – 5:00 PM and 9:30 AM – 5:30 PM Weekends)	<u>SUPERVISOR (PCN):</u> Account Clerk Supervisor (70005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Clerical Specialist classification is to provide clerical and administrative assistance to update cases on the computer system with information from applications.

JOB DUTIES:

Process adoptions for shelter owned dogs. Assist customers in adopting a dog. Review adoption applications in accordance with the Shelter's established guidelines. Responsible for balancing the cash drawer daily, processing cash, checks, and credit card transactions, and preparing receipts for payments. Sell dog licenses and collect fees. Type and prepare documents to support enforcement activities. Work hand in hand with volunteers to provide excellent customer service, adoption services, and lost and found services to the public. Check and respond to voicemails.

Take lost and found reports in shelter buddy. Assist customers in finding lost dogs. Research information in shelter buddy, online and via any available media in attempt to locate a lost dog's owner. Prepare and type certified letters to notify owners of impounding of their dog. Contact the Franklin County Public Health and Columbus Public Health to notify which animals are quarantined and which animals need to be retrieved and transported to the Lab. Type and prepare documents to support enforcement activities. Enter and scan adoption and lost and found records into shelter buddy. Monitor and order supplies. Replenish stations and supplies. 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; accounting; public relations; office practices and procedures. Skill in word processing; equipment operation. Ability to deal with problems involving several variables in familiar context; calculate fractions, decimals and percentages; maintain accurate records; use proper research methods in gathering data; gather, collate and classify information; answer routine telephone inquiries from the public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

Additional Requirements

No special license or certification required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some evening and weekend shifts.

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