

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

<u>CLASSIFICATION TITLE:</u> Clerk Typist	<u>CLASS NUMBER:</u> 10152	<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>
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u>
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Clerk Typist classification is to perform clerical functions to support the assigned agency.

JOB DUTIES:

Responsible for processing documents used in the criminal prosecution of dog owners. Prepare affidavits involving misdemeanor citations and criminal complaint forms. Enter information into mainframe computer system. Maintain log of charges filed. Distribute completed affidavits to officers. Maintain records of number and type of charges filed for monthly reports. Perform various clerical duties for supervisor(s). Maintain files of criminal charges filed. Assist in dispatching duties. Assist in public relations activities when requested. 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 practices and procedures; agency policy and procedures. Skill in typing; equipment operation. Ability to deal with problems involving several variables in familiar context; comprehend and record figures accurately; add, subtract, multiply and divide whole numbers; maintain accurate records; sort items into categories according to established methods; gather, collate and classify information about data, people or things; work along on most tasks; answer routine telephone inquiries from public. Maintain regular and predictable attendance.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED with one (1) year previous clerical experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

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