

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

<u>CLASSIFICATION TITLE:</u> Support Service Clerk (Working Title - Enforcement Clerk)	<u>CLASS NUMBER:</u> 10011	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Animal Care and 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> 070086
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd, Columbus OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 9:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Field Supervisor (070047)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Support Service Clerk classification is to provide clerical support for the employees and the general business functions of the agency.

JOB DUTIES:

The primary purpose of the Enforcement Clerk classification is to perform clerical functions to support the Enforcement department of the assigned agency. Responsible for processing documents used in the criminal prosecution of dog owners. Prepare affidavits involving criminal citations and criminal complaint forms. Enter information into mainframe computer system. Determine legal jurisdiction of offense locations, and act as a liaison for the department in the distribution and reception of legal files and other sensitive information. Maintain log of charges filed. Distribute completed affidavits to officers. Maintain records of number and type of charges filed for monthly reports. Maintain files of criminal charges filed. Assist in public relations activities when requested. Assist in facilitating public record requests. Organize, Schedule, and facilitate classes on Ohio dog laws and how to properly care for pets. Obtain notary and notarize criminal complaints and affidavits to facilitate legal filing with the Clerk of Courts. Perform various clerical duties for supervisor(s).

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; word processing; dictation; equipment operation. Ability to deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; maintain accurate records; gather, collate and classify information about data; work alone on most tasks.

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 general clerical experience.

Additional Requirements

No additional license or certification is required.

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