

**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> Department of Human Resources	<u>JOB TYPE:</u> Full-Time, Regular, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N1	<u>POSITION CONTROL #:</u> N/A
<u>POSITION LOCATION:</u> 373 S. High Street, 25 th Fl, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00-5:00	<u>SUPERVISOR (PCN):</u> Director (060100)
<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:

Performs general clerical tasks. Maintains active and inactive files, medical files and the file rooms. Move folders from active to inactive cabinets. Shifts files as necessary to make room for additional filing or cabinet space. Responsible for creating files as necessary and ensuring that files are in alphabetical order. May assist in preparing personnel actions, resolutions and summary reports for Board of Commission general session. Provides clerical assistance, such as filing, copying, collecting data, faxing information, sorting, stuffing envelopes, distributing mail, or typing envelopes, etc. Assists with other office assignments as necessary. Creates implements and maintains a tracking system for files removed from file rooms.

Reviews inactive files, places the files in order and removes duplicate copies. Scans files to database program utilizing scanner. Creates employee records and sorts scanned documents into each record. Performs Receptionist duties such as answering phone calls, taking messages, assisting the general public, internal and external applicants with job postings, and providing general information.

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 practice and procedures; Skill in typing; equipment operations; Ability to carry out simple instructions; maintain accurate records; copy records precisely without error; arrange items in numerical or alphabetical order; sort items into categories according to established methods; gather, collate and classify information about data, people or things; work alone on most tasks; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or equivalent with six (6) months of clerical experience.

Additional Requirements

No special 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