

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

<u>CLASSIFICATION TITLE:</u> Clerk 2	<u>CLASS NUMBER:</u> 10004	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days
<u>BARGAINING UNIT:</u> OCSEA	<u>PAY GRADE:</u> O2	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Office Manager 2 (varies)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Clerk 2 classification is to provide general clerical support by processing ingoing and outgoing mail and documentation for an assigned department.

JOB DUTIES:

Provide ongoing assistance to staff by scanning incoming verifications. Assure that all scans made are clear and legible. Pick up, sort and deliver all printouts to appropriate staff members. Process departmental mailings; prepare documents to be mailed, stuff envelopes, print labels and affix postage; deliver prepared envelopes to be mailed.

Monitor all equipment. Ensure that paper is in the printer/copier machines at all times. Report to supervisor in a timely manner when paper is needed. Re-supply and perform minor service repairs to agency printers and copiers. Report any printer/copier problems to administrative area. Clean and maintain all print/copier areas in the center.

Perform general clerical duties. Answer telephone, provide information, take and relay messages and/or direct calls to appropriate personnel and return calls as necessary. Collect and deliver interoffice mail, etc. Complete reports as necessary. Participate in unit meetings, training and individual conferences. Assist with other clerical duties, including mail sorting and filing as needed. Perform other task-related duties as directed 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. Skills in word-processing; equipment operation. Ability to apply principles to solve practical, everyday problems; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; read short sentences with basic, concrete vocabulary; comprehend short sentences with basic, concrete vocabulary; copy records precisely without error; arrange items in numerical or alphabetical order; sort items into categories according to established methods; work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: A high school diploma or GED is required; supplemented by six (6) months of experience in general clerical or office work.

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