OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 ? 1987

CLASS TITLE:	CODE:
Clerk 1	12111C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from clerical supervisor or other administrative supervisor, performs general clerical tasks (e.g., picks up, opens, stamps, distributes & sends out mail; counts, alphabetizes, collates, codes, sorts, staples &/or stuffs mail, correspondence &/or filed information), files correspondence, reports, records, cards, documents or other materials; may perform limited typing (i.e., typing of labels or envelopes);

- PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	55-75	Performs general clerical tasks (e.g., picks up, opens, stamps, distributes & sends out mail; does copy work; picks up & distributes materials; hand addresses mail; makes minor additions, deletions & adjustments to filed information; answers telephone & takes messages or refers calls; counts, alphabetizes, collates, codes, sorts, staples &/or stuffs mail, letter or filed information).	Knowledge of (1) agency office practices & procedures*; ability to (2) deal with problems involving few variables in familiar context, (3) add, subtract, multiply & divide whole numbers, (4) sort items into categories according to established methods, (5) arrange items into numerical or alphabetical order, (6) check pairs of items that are similar or dissimilar, (7) work alone on most tasks.
2	25-45	Files correspondence, reports, records, cards, documents or other materials; searches files & pulls any requested information or material.	Knowledge of 1; ability to 2, 3, 4, 5, 6, 7.

123: 1-7-17 (29)

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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