OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Clerical Specialist

CODE: 12113C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ

FUNCTION: Under general supervision from office manager, clerical supervisor, or other administrative support, technical or managerial employee, performs specialized clerical tasks requiring use of multiple computations, cross referencing data & variety of procedures (e.g., searches records, gathers & organizes data, statistics & information & summarizes information in preliminary reports; mathematically checks tax returns known to be in error);

Note: classification differs from Clerk 2, 12112 in that employees must use discretion in determining compliance with prescribed procedures or statutes & resolve discrepancies or initiates corrective action through correspondence with, personal contacts or telephoning involved parties detailing additional information to be submitted or corrections to be made. Positions require employee to apply standardized departmental interpretation of laws, rules &/or procedures & their application to work processed. Absolute accuracy is required.

PERFORMS RELATED DUTIES AS REQ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-68	Performs specialized clerical tasks requiring use of multiple computations, cross-referencing data & information & variety of procedures (e.g., searches records, gathers & organizes data, statistics & information & summarizes information in preliminary reports; reviews payrolls, checks accuracy, clarifies discrepancies & certifies final data; mathematically checks tax returns known to be in error; checks time data &/or equipment & material used; prepares files for legal or medical action & compiles information for use by professionals in preparing reports of legal or medical action).	Knowledge of (1) office practices & procedures, (2) laws, rules &/or procedures of assigned unit &/or agency*; ability to (3) deal with problems involving several variables in familiar context, (4) calculate fractions, decimals & percentages, (5) gather, collate & classify information about data, people or things, (6) apply principles to solve practical, everyday problems, (7) work alone on most tasks.
2	19-39	Manages office records &/or files (e.g., sets up, maintains, verifies & enters records; records necessary information into individual files).	Knowledge of 1; ability to 3, 5, 6, (8) copy records precisely without error.
3	8-18	Performs clerical tasks (e.g., orders & inventories supplies; types & processes forms, orders & invoices; does filing; answers telephone).	Knowledge of 1; ability to 3, 5, 6.

123:1-7-17 (31)

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 mos. exp. in office practices & procedures; or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM 4134

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