OHIO
CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 3 1987

CLASS TITLE: Clerical Supervisor	CODE: 12115C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from office manager or higher-level administrative supervisor, supervises unit of no more than 5 clerical employees;

- PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	31-51	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., unit of no more than 5 clerical employees); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) office practices & procedures, (2) employee training & development*, (3) supervision*; ability to (4) apply principles to solve practical, everyday problems, (5) gather, collate & classify information about data, people or things, (6) establish friendly atmosphere as supervisor of work unit.
2	24-44	Performs variety of non-routine clerical duties (e.g., analyzes & examines invoices, bills, orders, budgets, forms, reports &/or documents for accuracy & initiates correction of errors; keeps records of budgeted expenses &/or encumbered funds & prepares reports; composes letters & reports; coordinates records with other units, other agencies &/or data processing; makes decisions on referrals & documents projects, reports &/or cases; compiles statistics, data & information for summaries &/or use in preparing reports; researches & provides information from records or files).	Knowledge of 1; ability to 4, 5, (7) deal with problems, involving several variables in familiar context, (8) calculate fractions, decimals & percentages, (9) catch errors in records, documents & reports, (10) use research methods in gathering data, (11) prepare meaningful, concise & accurate reports.
3	15-35	Performs routine clerical tasks (e.g., types correspondence &/or reports; answers telephone; takes inventory & orders supplies; maintains files; routes mail).	Knowledge of 1; skill in (12) typing*; ability to 4, 5, 9, (13) check pairs of items that are similar or dissimilar, (14) answer routine telephone inquiries.

(32)
123:1-7-17

*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: 1 course in office practices & procedures (or 1 mo. exp.); or equivalent plus: 4 mos. exp. in clerical position.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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