OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 [illegible]

CLASS TITLE:	CODE:
Examiner 1	66121 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under close supervision from examiner supervisor, other supervisory person or administrator, examines, verifies & makes initial corrections to incoming &/or outgoing information (e.g., vouchers, records, reports, warrants, forms, applications, claims) to ensure basic accuracy & completeness, prepares information for further processing &/or processes same, answers telephone &/or written inquiries regarding status of information, prepares information received for manually kept (e.g., logs) or computerized records & posts various transactions to records & accounts &/or maintains files;

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (904)	43-63	Examines, verifies & makes initial corrections to incoming &/or outgoing information (e.g., vouchers, records, reports, warrants, forms, applications) to ensure accuracy & completeness &/or compliance with reporting procedures &/or questionable information to be investigated during field audit by higher-level examiner (e.g., proper coding, grammar, spelling; appropriate blanks filled-in, signatures affixed), using established agency or departmental guidelines (e.g., worksheets, check-lists, charts, route sheets).	Knowledge of (1) bookkeeping, (2) agency policies & procedures related to project or program examining & processing activities*; skill in (3) equipment operation (e.g., calculator, adding machine)*; ability to (4) calculate fractions, decimals & percentages, (5) apply principles to solve practical, everyday problems, (6) complete routine forms, (7) cooperate with co-workers on group projects, (8) check pairs of items that are similar or dissimilar.
2 123:1-7-17	17-37	Processes &/or prepares information &/or copies of same for further processing (e.g., separates forms & payments, enters payments into applicable financial ledgers; forwards forms to appropriate divisions, departments, agencies, companies &/or other applicable recipients; collects & prepares appropriate mailing packages; gathers & distributes needed paperwork for field auditors &/or higher-level examiners; returns bills with errors to originators) & answers telephone &/or written inquiries regarding reports, records &/or accounts & status of same.	Knowledge of 1, 2*; ability to 4, 5, 8, (9) write routine business letters reflecting standard procedures.

*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 high school accounting or in accounting for bookkeepers offered by college (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

CLASSIFICATION SPECIFICATION
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Examiner 1

MAJOR AGENCIES: County Offices, Universities

CODE: 66121 C

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	10-30	Prepares (e.g., sorts, assembles, makes copies) information received in order to maintain manual &/or computerized records or files of same (e.g., logs information mailed; maintains accounting records, posts information &/or transactions received to required records & accounts; prepares files for microfilming; maintains pricing file), ensuring accurate cumulative data & prepares &/or assists in preparation of reports (e.g., financial reports, status reports), as needed.	Knowledge of 1, 2*; skill in 3*; ability to 4, 5, 7, 8, (10) maintain accurate records, (11) gather, collate & classify information about data, people or things.

(910)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Examiner 1

CODE: 66121C