OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG

CLASS TITLE:	CODE:
Examiner 2	66122C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under general supervision from examiner supervisor or administrative superior, examines, audits & verifies all incoming information (e.g., records, reports, financial statements, proposals), usually concerning specific project or program of agency, determines status, completeness & appropriateness, collects &/or reviews background or supporting information as needed, ensures compliance with applicable laws, rules &/or procedures, makes necessary computations, corrections &/or adjustments, corresponds with appropriate parties regarding status & requirements of information, coordinates field work regarding information as needed, prepares reports &/or information for manually kept 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 (411)	48-68	Examines, reviews & verifies all incoming information (e.g., claims, reports, records, proposals, bills, applications) related to specific agency &/or department project or program, identifies problems, determines status, completeness &/or appropriateness, collects &/or reviews background or supporting information as needed, ensures compliance with applicable laws, rules &/or procedures, makes necessary calculations, corrections &/or adjustments & performs data gathering in field as assigned.	Knowledge of (1) agency, state &/or federal statutes, rules &/or regulations related to project or program examining & processing activities*, (2) bookkeeping; skill in (3) equipment operation (e.g., calculator, adding machine); ability to (4) define problems, collect data, establish facts & draw valid conclusions, (5) calculate fractions, decimals & percentages, (6) proofread technical materials, recognize errors & make corrections, (7) gather, collate & classify information about data, people or things, (8) cooperate with co-workers on group projects.
2 123:1-7-17	16-36	Processes &/or forwards materials &/or copies of same to effected field personnel, officials or organizations for processing, corresponds with effected parties (e.g., attorneys, employers, other state agencies) to obtain &/or provide information to aid in processing (e.g., to advise regarding applicable procedures & required documentation & status of information; to notify recipients of final determinations; to make arrangements for conferences between affected parties; to follow-up on delays in processing) & coordinates activities of field per-	Knowledge of 1*, 2, (9) public relations; skill in 3; ability to 4, 6, 7, (10) handle sensitive inquiries from & contacts with officials & general public.

*Developed after employment

UNUSUAL WORKING CONDITIONS: May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 2 courses in high school accounting or in accounting for bookkeepers offered by college (or 6 mos. exp.); 100 hrs. training in equipment operation (e.g., calculator, adding machine) (or

TRAINING & DEVELOPMENT:

SPECIFICATION
Developed for Equal Opportunity

Examiner 2

NEW

MAJOR AGENCIES: County Offices, Universities

CODE: 66122C

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		sonnel with officials, contractors or other parties & provides information to lower-level examiners regarding relevant rules & procedures as assigned.	
3	11-21	Gathers information to prepare &/or assist in preparing reports &/or documentation (e.g., status reports reflecting encountered problems, audit review findings, determination results, progress of examining activities, recommendations for procedural changes in processing activities) &/or prepares information received for manually kept or computerized records & maintains same (e.g., correspondence files, tabulations of rejected bills, price listings, confidential financial statements, ledgers of transactions).	Knowledge of 1*, 2; skill in 3; ability to 4, 5, 6, 7, 8, (11) prepare meaningful, concise & accurate reports.

(912)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

*Developed after employment

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Examiner 2

CODE: 66122C