NEW 13 NOV 1988

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Support Payments Processor 1	CODE: 06311
	MAJOR AGENCIES: Counties	JURISDICTION: County

FUNCTION: Under close supervision from support payments processing supervisor, performs clerical functions related to receipt & disbursement of child support payments;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	100	Performs clerical functions related to receipt & disbursement of child support payments (e.g., opening, sorting & distributing mail; matching payments with payment stubs; prepares child support checks for mailing; operates mail processing equipment to mail checks & other correspondence; operates remittance processor; tabulates, balances & maintains support payment records; answers telephone; takes payments over the counter; provides routine information to public).	Knowledge of (1) office practices & procedures*, (2) agency policies & procedures concerning processing of child support payments*; skill in (3) use of office equipment (e.g., mail processing equipment, remittance processor)*; ability to (4) deal with problems involving several variables in familiar context, (5) add, subtract, multiply & divide whole numbers, (6) complete routine forms, (7) check pairs of items that are similar or dissimilar, (8) answer routine telephone inquiries from public.

123:1-8-02 (18)

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary, or equivalent. Bondable per Section 307.44.3 of Revised Code.	TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Support Payments Processor 1	06311