NEW 13 NOV

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Support Payments Processor 2	CODE: 06312
	MAJOR AGENCIES: Counties	JURISDICTION: County

FUNCTION: Under general supervision from support payments processing supervisor, serves as lead worker by providing work direction & training to lower-level support payments processors & performs all functions related to receipt, application & disbursement of child support payments;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	17-23	Serves as lead worker (i.e., provides work direction & training) for lower-level support payments processors who perform clerical functions related to receipt & disbursement of child support payments.	Knowledge of (1) office practices & procedures, (2) agency policies & procedures concerning support payments processing), (3) employee training & development*; skill in (4) use of office equipment (e.g., mail processing, remittance processor, teleprocessing equipment)*; ability to (5) deal with problems involving several variables in familiar context, (6) add, subtract, multiply & divide whole numbers, (7) complete routine forms, (8) check pairs of items that are similar or dissimilar, (9) answer routine telephone inquiries from public.
2	77-83	Performs functions related to receipt, application & disbursement of child support payments (e.g., applies child support payments to proper account, prepares support payments for entry into computer record, may enter payment data into computer record, operates remittance processor &/or teleprocessing equipment, answers telephone inquiries, takes payments over counter, prepares daily payment receipts for deposit); processes Title IV A "openings" & "closings" (e.g., verifies all documents in file & appropriate disposition of support payments); prepares & analyzes somewhat complex financial reports (e.g., lost &/or misapplied payments) & takes necessary action to correct records.	Knowledge of 1, 2*; skill in 4*; ability to 5, 6, 7, 8, 9, (10) define problems, collect data, establish facts & draw valid conclusions.

123.1-f-A2 (1-7)

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Formal education in arithmetic that includes addition, subtraction, multiplication & division of whole numbers & in reading, writing & speaking common English vocabulary: plus 12 mos. training &/or exp. in processing of child support payments; or equivalent. Bondable per Section 307.44.3 of Revised Code.