



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10111

CLERICAL SPECIALIST 1

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Clerical Specialist 1 may not perform all of the duties listed. However, performance of the first duty a minimum of 20% of the time (I) is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Clerical Specialist 1 position is to perform filing tasks (e.g., file correspondence, reports, records, documents and other materials). Additionally, the incumbent is responsible for the performance of general clerical tasks such as operating small office machinery (e.g., fax machine, copier, shredder, collator, computer) and picking up, sending out and distributing agency mail.

Duties

Frequency: 65% +/- 10%

- I. Performs filing tasks (e.g., correspondence, reports, records, documents and other materials).
 - A. Files according to alphabetic or numeric code.
 - B. Searches files and retrieves requested materials or information.
 - C. Shreds documents.

Frequency: 35% +/- 10%

- II. Performs general clerical tasks.
 - A. Operates various small office machinery.
 - B. Picks up, sends out and distributes agency mail.



**KSA'S FOR THE
JOB CLASSIFICATION OF
CLERICAL SPECIALIST 1**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Filing practices and procedures; Alphabet; Numeric codes used by the Agency pertaining to filing; Procedures for shredding documents; Collating and sorting materials.	Organization.	File according to numerical codes; File according to the alphabet; Work with others; Sort and collate materials; Shred documents; Retrieve materials from files.
II	General office practices and procedures; Operation of small office machinery (e.g., fax machine, copier, shredder, collator); Photocopying documents; Faxing documents; Mail procedures (e.g., sending, receiving and distributing); Basic mathematics (e.g., adding and subtracting whole numbers and counting); Maintenance of copying records.	Organization; Basic mathematics. Operation of small office machinery (e.g., fax machine, copier, shredder, collator).	Photocopy documents; Fax documents; Pick up, send out, and distribute Agency mail; Operate small office machinery (e.g., fax machine, copier, shredder, collator); Perform basic mathematical processes (e.g., adding and subtracting whole numbers and counting) in order to track the number of copies made; Maintain accurate records of the number of copies made for an incumbent.



Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

Not applicable.