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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 10112**

**CLERICAL SPECIALIST 2**

**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, a Clerical Specialist 2 may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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### Summary of Essential Duties

The primary purpose of the Clerical Specialist 2 position is to prepare routine, repetitive, basic correspondence, such as letters, memos and reports, and perform basic word processing functions, according to detailed and specific instructions provided by various higher-level agency employees, and/or enter data to update routine computer files. More complicated materials are prepared by Clerical Specialist 3s and 4s. In addition, the Clerical Specialist 2 is responsible for providing additional clerical support as needed. The work of the Clerical Specialist 2 is reviewed by the supervisor at regular time intervals. In addition, the Clerical Specialist 2 is responsible for performing various filing duties.

### Duties

Frequency: 55% +/- 10%

- I. Prepares routine, repetitive, basic correspondence (e.g., lists, address labels, letters, memos, forms), performs basic word processing functions according to specific and detailed instructions provided by various higher-level employees and files correspondence, reports, records or other materials and/or enter data to update routine computer files.

Frequency: 25% +/- 10%

- II. Provides additional clerical support as needed according to specific detailed instructions as provided by higher-level employees.
- A. Answers and directs telephone calls from clients or other agency members.
  - B. Greets people who enter agency and determines purpose of visit.
  - C. Operates, maintains and makes minor repairs to various small office machinery (e.g., fax machines, copiers, microfilm, shredders, graph machine and collator).
  - D. Schedules appointments, meetings, hearings and interviews as directed.

Frequency: 10% +/- 5%

- III. Sends and receives outgoing and incoming mail for agency.

Frequency: 10% +/- 5%

- IV. Assists with personnel functions and maintains agency personnel files.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
CLERICAL SPECIALIST 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Administrative practices; Typing practices (e.g., typing documents, transcribing information); Agency filing and records system; Agency computer filing system; Computer operations; Office practices and procedures; English grammar and composition; Data entry procedures; Data processing procedures (e.g., word processing).	Typing; Word processing; Organization; Writing; Operating office equipment; Operating computer systems.	Perform a full range of standard clerical assignment (e.g., distribute memos, type document, etc.); Maintain and update client files and records; Resolve recurrent standard problems; Reading comprehension; Batch data; Transcribe information from tape recordings; Take notes of meetings; Photocopy forms; Maintain accurate records (e.g., client log sheet); Enter data using keyboard; Complete forms and logs; Proofread materials; Read, copy, and record figures; Gather, collate, and summarize data; Fill out or prepare correspondence; File material numerically, alphabetically or chronologically; Sort items into categories according to established methods; Resolve a wide range of problems; Type and prepare basic documents (e.g., lists, addresses, labels, letters, memos, forms); Perform data entry procedures; Answer routine questions/inquiries regarding Agency services and procedures.
II	Office practices and procedures; Inventory control (e.g., maintain Key Cabinet); Administrative practices; Agency services and referrals (e.g., directing visitors to appropriate location or department); Agency forms (e.g., log sheets); Agency filing and records system; Operate and maintain office equipment (e.g., fax, copiers, typewriters).	Oral Communication; Organization; Maintenance and repair of small office machinery (e.g., fax machines, copiers, shredders, collator); Operate photocopier, collator, fax machine.	Perform full range of standard clerical assignments; Resolve recurring, standard problems; Give or exchange facts and routine information; Answer routine questions/inquiries; Maintain accurate records; Complete forms (e.g., agency log sheets); Maintain Key Cabinet (e.g., order equipment, maintain files, issue keys, etc.).
III	Office practices and procedures; Mail procedures (e.g., distribution, dating, logging, stamping and sorting).	Organization.	Perform Basic Mathematical operations (addition, subtraction, multiplication and division of whole numbers in order to stamp mail appropriately); Complete forms (e.g., logs); Sort incoming mail and distribute throughout the Agency; Arrange information alphabetically; Read, copy, and record figures.



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<b>IV</b>	Office practices and procedures; Agency computer systems; Personnel information, practices and procedures; Typing and practices; Administrative practices; Out-of-County travel procedures; Performance evaluation procedures (e.g., when evaluations are due); Personnel filing system and procedures (e.g., creating files for new employees, processing applications, etc.); Payroll functions.	Typing; Organization.	Maintain accurate personnel records and files; Prepare personnel files for new employees; Process and file new applications; Complete forms; Use computers to update personnel files; Sort material for filing; Prepare out-of-County travel forms; Notify Supervisors when performance evaluations are due; Assist with payroll duties (e.g., enter and verify time sheet information); File material numerically, alphabetically, or chronologically.
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### **Minimum Qualifications**

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in word processing.

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

### **Unusual Working Conditions/Hazards**

Not applicable.