



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10113

CLERICAL SPECIALIST 3

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 3 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.



Summary of Essential Duties

The primary purpose of the Clerical Specialist 3 position is to prepare intermediate-level correspondence (i.e., documents requiring use and understanding of technical language and applications) (e.g., case files, interview records, grant proposals) fairly independently according to standard operating procedures and instructions, and/or operate data entry or data verification equipment to check for accuracy and sufficiency of data and make corrections and adjustments, and/or perform specialized clerical tasks. In addition, the incumbent provides additional clerical support as needed and prepares routine, repetitive, elementary-level documents (e.g., lists, address labels, forms, memos). The employee must use discretion in determining compliance with prescribed procedures or statutes and resolve discrepancies or initiate corrective action. Although similar to the Clerical Specialist 2 position, the Clerical Specialist 3 works more independently, carrying a larger workload with more complexity and varied materials. The work of the Clerical Specialist 3 is checked by the Supervisor at longer term intervals than the work of the Clerical Specialist 2. In addition, the Clerical Specialist 3 is performing duties with greater latitude than the Clerical Specialist 2.

Duties

Frequency: 55% +/- 10%

- I. Prepares intermediate-level correspondence (i.e., documents requiring use and understanding of technical language and applications) (e.g., case files, interview records, grant proposals) fairly independently according to standard operating procedures and instructions, and/or operates data entry or data verification equipment to check for accuracy and sufficiency of data and make corrections and adjustments as needed, and/or performs specialized clerical tasks.

Frequency: 25% +/- 10%

- II. Provides additional clerical support as needed and prepares routine, repetitive, basic documents.

Frequency 10% +/- 5%

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

Frequency: 5% +/- 2%



IV. Schedules appointments, hearings and interviews as directed.

Frequency 5% +/- 2%

V. Assists with personnel functions and maintains agency personnel files.



**KSA'S FOR THE
JOB CLASSIFICATION OF
CLERICAL SPECIALIST 3**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	<p>Computer operations; Administrative procedures; Typing principles (e.g., word processing and transcribing); Agency filing and records system; Office practices and procedures; English grammar and composition; Meeting preparations and procedures (e.g., prepare agendas and types minutes); Data processing/entry procedures.</p>	<p>Operating a computer (e.g., updating files on); Typing; Word processing; Organization; Writing; Shorthand; Operating photocopier; Operating computer systems; Operating word processor or typewriter.</p>	<p>Perform a full range of standard clerical assignments; Resolve recurrent standard problems; Reading comprehension; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages); Take shorthand notes; Batch data; Transcribe information from tape recordings; Take notes of meetings; Photocopy forms; Maintain accurate records; Enter data using keyboard; Complete forms (e.g., income verification forms); Check eligibility; 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; Maintain and update client files and records; Photocopy materials; Prepare documents and case files (e.g., word processing); Types information from tape; Review work product and make necessary changes or corrections; Create databases for reports.</p>
II	<p>Office practices and procedures; Inventory control (e.g., maintain Key Cabinet); Office equipment (e.g., fax machine, photocopier, typewriter); 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). Administrative practices; Social welfare issues.</p>	<p>Oral Communication; Organization; Maintenance and repair of small office machinery (e.g., fax machines, copiers, shredders, collator); Operate photocopier, collator, fax machine.</p>	<p>Perform full range of standard clerical assignments; Give or exchange facts and routine information; Answer routine questions/inquiries; Maintain accurate records; Maintain Key Cabinet; Maintain backup keys and issue keys; Order needed keys for equipment; Work with others (e.g., employees in the business office to ensure that all keys are on inventory); Complete inventory forms.</p>
III	<p>Office practices and procedures; Mail procedures (e.g., distribution, dating, stamping and logging materials).</p>	<p>Organization.</p>	<p>Perform Basic Mathematical operations (addition, subtraction, multiplication and division of whole numbers to stamp materials appropriately); Complete forms (e.g., logs); Arrange information alphabetically; Sort incoming mail and distribute throughout the Agency; Read, copy, and record figures.</p>



<p>IV</p>	<p>Office practices and procedures; Procedures for arranging and scheduling meetings (e.g., securing a meeting room, arrange for meals, set up and notification of meetings); Hotel reservation procedures; Computer database systems in order to update files as to when court hearing dates and other appointments have been set.</p>	<p>Oral communication; Organization; Perform computer operations.</p>	<p>Give or exchange facts and routine information; Coordinate the actions of others; Maintain accurate records; Arrange meetings; Make hotel reservations for Agency employees; Use computers to update information regarding hearing and appointments; Notify Agency members of meetings and appointments; Maintain calendar of appointments; Schedule and arrange meetings (e.g., secure meeting rooms and arrange for meals when necessary).</p>
<p>V</p>	<p>Office practices and procedures; Agency computer systems; Personnel information, practices and procedures; Typing principles; Administrative procedures; 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.</p>	<p>Typing; Organization.</p>	<p>Prepare out-of-County travel preparations; Update personnel data; Prepare personnel files for new employees; Process and file new applications; Assist with payroll duties (e.g., enter and verify time sheet information); Notify Supervisors when performance evaluations are due; Maintain accurate records; Complete forms; Use computers; Sort material for filing; File material numerically, alphabetically, or chronologically.</p>



Minimal Qualifications

- Twelve months experience as a Clerical Specialist 2, 10112.
- Or 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. In addition, applicants must have an additional twelve months previous clerical experience in a position similar to a Clerical Specialist 2, 10112.

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

Unusual Working Conditions/Hazards

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.