



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10114

CLERICAL SPECIALIST 4

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 4 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 4 position is to prepare advanced-level correspondence (i.e., documents which require a great deal of understanding of technical or legal language and applications) (e.g., legal briefs, affidavits, tax comparison charts, financial statements) independently with strict time pressures. This work involves the prioritization of assignments by the Clerical Specialist 4. In addition, the Clerical Specialist 4 is responsible for performing various administrative duties, such as interpreting policies and procedures for other workers, organizing and coordinating the work of others. The Clerical Specialist 4 is also responsible for performing additional clerical functions as necessary. The Clerical Specialist 4 works more independently and is performing duties with greater latitude.

Duties

Frequency: 50% +/- 10%

- I. Prepares advanced-level correspondence (i.e., documents which require a great deal of understanding of technical or legal language and applications) (e.g., legal briefs, affidavits, tax comparison charts, financial statements) independently with strict time pressures.

Frequency: 20% +/-10%

- II. Performs various administrative duties.

Frequency: 15%+/- 8%

- III. Provides additional clerical support as needed, prepares intermediate and basic correspondence, and assists lower-level clerical workers with the preparation of correspondence, according to standard operating procedures or instructions.

Frequency 5% +/- 2%

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

Frequency: 5% +/- 2%

- V. Schedules appointments, hearings and interviews as directed .

Frequency 5% +/- 2%



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



**ADDITIONAL DUTIES FOR THE
JOB CLASSIFICATION OF
CLERICAL SPECIALIST 4**

NOTE: The following additional duties include functions that may be performed by some but not the majority of individuals in the classification.

- I. Performs audits/Income tax offsets and writes report.
- II. Food stamp issuance and inventory.
- III. Serves as a notary.
- IV. Receives, records and processes payments.
 - A. Obtains eligibility and billing information.
 - 1. Prints and mails checks.
 - B. Calculates and enters invoices.



**KSA'S FOR THE
JOB CLASSIFICATION OF
CLERICAL SPECIALIST 4**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Computer operations (e.g., create databases for report, generate graphs and charts, perform data entry); Data entry/processing procedures (e.g., filing and coding documents); Administrative practices; Typing principles and short hand; Practices and procedures for meetings (e.g., minutes, arrangements and agendas); Agency filing and records system; Computer filing procedures; Transcription; Office practices and procedures; English grammar and composition.	Typing; Word processing; Organization; Writing; Shorthand; Operating photocopier; Operating computer systems; Operating word processor or typewriter.	Prioritize own assignments; Perform a full range of standard clerical assignments; Resolve recurrent standard problems; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages in order to balance and do batches); Take shorthand notes; Batch data; Transcribe information from tape recordings; Take notes of meetings; Photocopy forms; Maintain accurate records; Enter data using keyboard; Maintain and update computer files; Code documents in preparation for computer input; Complete forms (e.g., income verification forms); 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; Prepare meeting agendas; Arrange meetings (e.g., secure a meeting room, arrange for meals if necessary).
II	Office practices and procedures; Personnel practices; Administrative practices; Supervisory responsibilities when absent.	Typing; Word processing; Oral communication; Organization; Writing.	Work with other clerical employees; Coordinate the duties of other clerical workers; Perform full range of standard clerical assignments; Give or exchange facts and routine information (e.g., advise lower-level employees on technical and personnel related issues); Answer routine questions/inquiries; Maintain accurate records; Proofread materials; Monitor the work of others; assume responsibility and authority in Supervisor's absence; Recognize errors in the work of others.
III	Office practices and procedures; Inventory control (e.g., maintains Key Cabinet); Office equipment (e.g., fax, photocopier, typewriter, etc.); Telephone system; Agency services (e.g., referrals for visitors); Agency forms (e.g., applications for services, Agency logs, income verification forms); Interviewing practices (e.g., intake interviews).	Oral Communication; Organization; Interviewing; 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; Give or exchange facts and routine information regarding clerical issues); Answer routine questions/inquiries; Maintain accurate records; Perform intake interviews; Complete forms (e.g., applications, logs, income verification forms); Operate, maintain and make minor repairs to small office machinery (e.g., fax machine, photocopier, shredder, etc.). Copy various materials; Maintain Key Cabinet (e.g., issue and order keys); Assist lower-level clerical workers with the performance of various clerical duties); Work with other clerical employees.



IV	Office practices and procedures; Mail procedures (e.g., distribution, dating, stamping and logging materials).	Organization.	Perform Basic Mathematical operations (addition, subtraction, multiplication and division of whole numbers in order to stamp materials appropriately); Complete forms (e.g., mail logs); Sort mail by department; Distribute mail within department; Arrange information alphabetically; Read, copy, and record figures.
V	Office practices and procedures; Administrative procedures; Procedures for arranging meetings (e.g., securing a meeting room and arranging for meals if necessary); Hotel reservation procedures.	Oral communication; Organization.	Give or exchange facts and routine information; Coordinate the actions of others; Arrange meetings (secure rooms, arrange for meals and prepare agendas); Schedule meetings; Make hotel reservations for Agency employees; Notify Agency member of meetings, hearing dates and other appointments; Maintain a calendar of appointments.
VI	Office practices and procedures; Agency computer systems; Personnel information, practices and procedures; Typing principles; Agency phone list information; Out-of County travel procedures; Performance evaluation schedules; Agency personnel filing system; Personnel file procedures for new employees; Payroll functions (e.g., entering and verifying time sheets).	Typing; Computer operations (e.g., entering personnel and payroll information); Organization.	Maintain accurate records; Complete forms; Use computers; Maintain and update employee personnel files; Notify Supervisors when performance evaluations are due; Prepare personnel files for new employees; Assist with payroll duties (e.g., enter and verify time sheet information); Prepare out-of-County travel forms and arrangements; Prepare employee emergency phone lists; File material numerically, alphabetically, or chronologically.



Minimum Qualifications

- Twelve months experience as a Clerical Specialist 3, 10113.
- Or completion of two years of technical training in office administration/secretarial science.
- 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 3, 10113.

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

Unusual Working Conditions/Hazards

Not applicable.