



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10161

STATISTICS CLERK

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the 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 Statistics Clerk 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 Statistics Clerk position is to perform basic statistical calculations in order to prepare statistical reports, tables, charts, and other materials.

Duties

Frequency: 70% +/- 30%

- I. Performs basic statistical calculations in order to prepare statistical reports, tables, charts, and other materials.
 - A. Assembles materials for job runs.
 - B. Maintains continuous and accurate data flow to meet deadlines.
 - C. Maintains controls to ensure the proper sequence and completion of processing.
 - D. Performs statistical calculations, determinations, and analyses.

Frequency: 30% +/- 15%

- II. Performs various clerical activities.



**KSA'S FOR THE
JOB CLASSIFICATION OF
STATISTICS CLERK**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Computer operations; Data processing procedures; Typing principles; Word processing functions; Basic statistical operations.	Typing; Word processing; Organization; Performing computer operations.	Collect data; Maintain accurate records; Statistically analyze data; Proofread material; Read, copy and record figures; Gather, collate and summarize data; Perform basic statistical operations; Use computers; Enter data into keyboard (i.e., typing).
II	Office practices and procedures; Inventory control; Typing principles; Word processing functions; Office equipment.	Typing; Word processing; Organization; Oral communication.	Perform a full range of standard clerical assignments; Answer routine questions/inquiries; Prepare correspondence; File material numerically, alphabetically and/or chronologically.



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 each of the following: typing, word processing, personal computer operations, and intermediate-level mathematics. In addition, applicants must also have one year of clerical experience.

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

Unusual Working Conditions/Hazards

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies which typically weigh less than ten (10) pounds. 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.