

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES:</u></b> Clerk	<b><u>SERIES NO.:</u></b> 1211
	<b><u>MAJOR AGENCIES:</u></b> Attorney General only	<b><u>EFFECT. DATE:</u></b> 01/01/1980

**SERIES PURPOSE:**

The purpose of the clerical occupation is to support administrators &/or professionals by performing clerical tasks to ensure delivery of product or service of work unit on a day-to-day basis.

The levels of the series are distinguished by the complexity of the task, the number of variables involved, the specialization of procedures & the amount of independence exercised by the incumbent.

The series does not include clerical positions whose primary duties are preparing, processing & maintaining accounting records (see Account Clerk series).

**CLASS TITLE:**

Clerk 1

**CLASS NUMBER:**

12111

**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of clerical systems & procedures in order to perform basic repetitive clerical tasks involving few variables (i.e., incumbents are not free to make work procedural decisions).

**CLASS TITLE:**

Clerk 2

**CLASS NUMBER:**

12112

**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires working knowledge of clerical systems & procedures in order to perform general clerical tasks involving several variables (i.e., incumbents are free to make some work procedural decisions which do not contravene policies).

**CLASS TITLE:**

Clerk 3

**CLASS NUMBER:**

12113

**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of clerical systems & procedures in order to perform specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data or variety of other procedures where absolute accuracy is required) or serve as lead worker (i.e., provide work direction & training) & perform specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data or variety of other procedures where absolute accuracy is required).

<b>CLASS TITLE:</b> Clerk 1	<b>CLASS NO.:</b> 12111	<b>BARG. UNITS:</b> 045
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**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Performs basic, repetitive clerical tasks (i.e., incumbents are not free to make work procedural decisions) (e.g., picks up, opens, stamps, sorts, distributes & sends out mail; counts, alphabetizes, separates, collates, codes, sorts, logs, staples &/or stuffs mail, forms, correspondence &/or filed information; files correspondence, reports, records, cards, documents or other materials; retrieves files for requested information or materials; makes minor additions, deletions & adjustments to filed information or other materials; picks up & distributes materials; hand addresses mail; answers telephone & takes messages or refers calls; photocopies; greets visitors).

Performs other related duties (e.g., types various materials, operates video display terminal to enter & retrieve data, operates word processing equipment &/or personal computer).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of office practices & procedures\*; addition & subtraction; public relations\*. Ability to deal with problems involving few variables within familiar context; read, copy & record figures; read short sentences with concrete vocabulary; copy records precisely without error; sort mail; arrange items in numerical or alphabetical order; sort items into categories according to established methods; code items from one symbolic form to another; move limbs/fingers easily to perform manual functions; assess questions & provide appropriate information or referral; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Clerk 2	<b>CLASS NO.:</b> 12112	<b>BARG. UNITS:</b> 045
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**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Performs general clerical tasks (i.e., incumbents are free to make some work procedural decisions which do not contravene policies) (e.g., processes financial &/or budgetary statements, purchase orders &/or billings; logs, checks &/or computes totals &/or makes changes in filed data by adding, adjusting &/or deleting materials; researches files for data or information requested; makes corrections to filed data; logs & codes data; maintains files by purging, consolidating or creating files; provides preliminary contact with public; provides information; completes routine forms; maintains accurate records).

Performs basic clerical tasks (e.g., picks up, opens, stamps, sorts, distributes &/or sends out mail; does copy work; counts, alphabetizes, separates, collates, codes, sorts & distributes materials; photocopies; greets visitors, answers telephone, takes messages &/or refers calls).

Performs other related duties (e.g., types various materials, operates video display terminal to enter & retrieve data, operates word processing equipment &/or personal computer).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency regulations, policies & procedures\*; addition, subtraction, multiplication & division; office practices & procedures; public relations. Skill in use of calculator &/or adding machine\*. Ability to deal with problems involving several variables within familiar context; read, copy & record figures; read short sentences with concrete vocabulary; copy records precisely without error; arrange items in numerical or alphabetical order; sort items into categories according to established methods; code items from one symbolic form to another; check pairs of items that are similar or dissimilar; sort mail; move limbs/fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 4 mos. trg. or 4 mos. exp. in office practices & procedures; 3 mos. trg. or 3 mos. exp. in public relations.

-Or 4 mos. exp. as a Clerk 1, 12111.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Clerk 3	<b>CLASS NO.:</b> 12113	<b>BARG. UNITS:</b> 045
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**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

A - Performs specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data & variety of other procedures) (e.g., searches records, gathers & organizes data, information & summarizes in preliminary reports; reviews payrolls; checks accuracy, clarifies discrepancies & certifies final data; mathematically checks tax returns; checks time data &/or equipment & material used; prepares files for legal or medical action & compiles information for use by professionals in preparing reports of legal or medical action; answers telephone, screens calls, provides information; assists public to complete forms).

OR

B - Serves as lead worker by providing work direction & training to clerical personnel in unit on daily basis or on shift or at office where no higher level direct supervisor/manager is located & performs specialized clerical tasks requiring use of multiple computations, cross referencing data & variety of other procedures (e.g., searches records, gathers & organizes data, information & summarizes in preliminary reports; reviews payrolls, checks accuracy, clarifies discrepancies & certifies final data; mathematically checks tax returns; checks time data &/or equipment & material used; prepares files for legal or medical action & compiles information for use by professionals in preparing reports of legal or medical action; answers telephone, screens calls, provides information; assists public to complete forms).

Manages office records &/or files (e.g., sets up, maintains, verifies, records information into individual files).

Performs general clerical tasks (e.g., orders & inventories supplies; files; greets visitors; photocopies; completes routine forms; maintains accurate records).

Performs other related duties (e.g., types various materials, operates video display terminal to enter & retrieve data, operates word processing equipment &/or personnel computer).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency regulations, policies & procedures\*; public relations; office practices & procedures; employee training & development\*; addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in use of calculator &/or adding machine. Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; read, copy & record figures; read short sentences with concrete vocabulary; copy records precisely without error; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals & in reading, writing & speaking common English vocabulary; 8 mos. trg. or 8 mos. exp. in office practices & procedures; 4 mos. trg. or 4 mos. exp. in using calculator &/or adding machine; 3 mos. trg. or 3 mos. exp. in public relations.

-Or 4 mos. exp. as Clerk 2, 12112.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.