

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Tailor

**SERIES NO.:**

5285

**MAJOR AGENCIES:**

Mental Health, Public Safety

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the tailor occupation is to alter & repair clothing of patients or uniformed employees & other materials as needed.

**CLASS TITLE**

Tailor

**CLASS NUMBER**

52851

**PAY RANGE**

06

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of tailoring & sewing practices in order to alter & repair clothing of patients or uniformed employees & other material as needed.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Tailor	52851	06	01/09/2005	06

**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.)**

Cuts, sews, alters & repairs clothing (e.g., pants, shirts, blouses) for patients or uniformed employees & other materials as needed (e.g., drapes, tablecloths), applies service stars, chevrons & insignias to uniforms according to service & rank, oils & maintains sewing machine to keep in working order, measures, issues & stores uniforms for employees, cuts up unusable uniforms for salvage & marks clothing for identification.

Records completion of altered clothing & goods; records & maintains inventory of supplies & materials ordered & received; requisitions sewing equipment repairs; consults with staff regarding clothing needs & requirements.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of tailoring & sewing; inventory control\*. Skill in operation of sewing machine & related equipment (e.g., marking machine; cutting machine, presser); use of sewing accessories (e.g., tape measure, scissors, needle & thread). Ability to demonstrate dexterity; read, copy & record figures accurately; add, subtract, multiply & divide whole numbers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in tailoring & sewing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Frequent exposure to sharp needles & punctures from rapid moving sewing machines.