

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Forms Control Specialist	<u>SERIES NO.:</u> 6314
<u>MAJOR AGENCIES:</u> Industrial Commission, Mental Health, Job & Family Services, Rehabilitation & Corrections, Mental Retardation/Developmental Disabilities	<u>EFFECTIVE DATE:</u> 03/07/2004

SERIES PURPOSE:
The purpose of the forms control specialist occupation is to establish & maintain forms control system for assigned agency.

CLASS TITLE:
Forms Control Specialist

CLASS NUMBER:
63141

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The full performance level class works under general supervision & requires considerable knowledge of agency policies & procedures, drafting & lettering as related to forms design & inventory control in order to design, revise & order & expedite production of forms for assigned agency.

CLASS TITLE: Forms Control Specialist	CLASS NUMBER: 63141	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/07/2004

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.)

Approves, orders & expedites production of forms, proofreads completed printing orders for accuracy.

Organizes & manages forms control system for assigned agency; establishes & updates inventory of forms, their function & usage.

Designs, revises & edits forms to insure standardization & functional use.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fractions, decimals & percentages; agency policies & procedures as related to forms control*; inventory control. Skill in drafting & lettering. Ability to apply principles to solve problems & deal with variables in unfamiliar context; gather, collate & classify information.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in drafting & lettering; 3 mos. trg. or 3 mos. exp. in inventory control.

-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:

Not applicable.