

CLASSIFICATION SPECIFICATION

Lorain County  
An Equal Opportunity Employer

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TITLE: Clerical Specialist 2  
CODE: 11172

**JOB RESPONSIBILITIES:** Under direction, performs responsible clerical and technical assignments associated with the administration of a program, function, and/or office; makes precise calculations and compiles data and statistical information; assists with the preparation of reports and documentation; operates computer and office equipment; acts as a deputy auditor as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Completion of secondary education supplemented by coursework in office practices, plus two (2) years of responsible clerical experience or an equivalent combination of education and/or experience.

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment).
40	1. Performs a variety of complex clerical tasks and assignments requiring a significant amount of independent judgement (e.g., gathers statistical information, reviews documentation and prepares summaries, analyzes data and identifies trends, etc.); verifies the accuracy of information; conducts research to supply data and information utilized in the preparation of reports and other documentation; organizes and presents information and data orally and in writing.	1. Knowledge of (a) office practices and procedures, (b) statistics, (c) government structure and process, (d) laws, rules, and regulations governing the operation of a county office, (e) budgeting; ability to (f) apply principles to solve practical, everyday problems, (g) use basic statistical analysis, (h) understand manuals and verbal instructions technical in nature, (i) gather, collate, and classify information about data, people, and/or things, (j) cooperate with co-workers on group projects.
35	2. Establishes procedures for and maintains confidential records; ensures the security of records, searches files for information upon request.	2. Knowledge of (a), (b), (c), (d), (e), (k) recordkeeping; ability to (f), (g), (h), (i), (j).

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15	3. Assists with the overall administration of office and/or work unit; coordinates clerical projects and ensures completion in accordance with established time frames; may supervise employees engaged in specific projects.	3. Knowledge of (a), (b), (c), (d), (e); ability to (f), (g), (h), (i), (j).
10	4. Operates a variety of office equipment (e.g., computer, calculator, typewriter, fax machine, reproduction equipment, postage machine, etc.).	4. Knowledge of (a), (b), (c), (d), (e); ability to (f), (g), (h), (i), (j).

Date Adopted:

Developed by Clemans, Nelson and Associates, Inc.  
Columbus, Ohio 43235

Date Revised: 10/93