

CLASSIFICATION SPECIFICATION

Lorain County
An Equal Opportunity Employer

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TITLE: Clerical Specialist 1
CODE: 11171

JOB RESPONSIBILITIES: Under general supervision of office management, or Performs other related duties as required. Under general supervision of office management, or clerical supervisor, performs responsible clerical tasks of technical or precise nature, performs other related duties as required; 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 one (1) year of responsible clerical experience, or an equivalent combination of education and/or experience.

% of time	<p>ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)</p> <p>1. Performs precise clerical duties requiring some independent judgement (e.g., cost work orders, maintains labor, equipment, materials, records for budget projections); processes special and specific statistical information for reports; processes special applications; performs computations based on compilation of all variables; checks accuracy of figures; clarifies and independently corrects discrepancies; researches records, breaks out information, gathers needed data, organizes and prepares preliminary reports.</p> <p>2. Ensure orderly maintenance of special files in relation to tasks performed (e.g., verifies records, logs activities, verifies duplicates against records, provides information to data processing, journal entries, etc.).</p>	<p>KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment).</p> <p>1. Knowledge of (a) routine office practices and procedures, (b) government structure and process*; ability to (c) deal with problems involving several variables within familiar context, (d) calculate fractions, decimals, and percentages, (e) gather, collate and classify information about data, people or things, (f) check pairs of items that are similar or dissimilar, (g) use proper research methods in gathering data, (h) prepare concise and meaningful reports, (i) work alone on most tasks.</p> <p>2. Knowledge of (a), (b)*; ability to (c), (e), (f), (g), (i), (j) maintain accurate records.</p>
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%	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).
20	3. Answers phone, assists other personnel in office activities, operates mini-computer, performs routine filing, types, uses calculator or adding machine, and copier.	3. Knowledge of (a), (b)*, (k) operation of various office equipment; ability to (c), (l) answer telephone inquiries, (m) cooperate with co-workers.	
10	4. Gives courteous, prompt attention to persons seeking assistance in office.	4. Knowledge of (c), (n) agency policies and procedures*, (o) deal with the public in a pleasant manner.	