


**OFFICE CLERK POSITION:**

Auglaize County Engineer's Office is accepting applications for a part time classified office clerk position with benefits. This part time position is for 31 hours per week. Resume, completed application and cover letter must be mailed to the Auglaize County Engineer, P.O. Box 59, Wapakoneta, OH 45895 or emailed to [abaumer@auglaizecounty.org](mailto:abaumer@auglaizecounty.org) We will accept applications until the position is filled.

**APPLICATION FOR EMPLOYMENT**  
**AT AUGLAIZE COUNTY HIGHWAY DEPARTMENT**  
 (Auglaize County Is an Equal Opportunity Employer)  
 (Please Print Plainly)

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in the position that best meets your qualifications and may assist us in possible future upgrading. Filling out this application does not necessarily mean you will be accepted for a job. We consider applicants for all positions without regard to race, color, religion, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

  
 \_\_\_\_\_  
 Andrew Baumer, P.E.; P.S.  
 Auglaize County Engineer

**Position(s) Applied For**

**Date of Application**

**OFFICE CLERK**

\_\_\_\_\_

(Last Name)	(First Name)	(Middle Initial)
(Address)		(City)
	(State)	(Zip Code)
	/	/
(Telephone Number(s))		(Social Security No.)
(E-mail address)		

**Circle the correct answer:**

Have you ever filed an application with us before? Yes    No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? Yes    No  
 If Yes, give date \_\_\_\_\_

Are you currently employed? Yes    No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes    No  
 Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? Yes    No

Can you travel if a job requires it? Yes    No

**We are an Equal Opportunity Employer**

# EDUCATION

School	Name & Address of School	Course of Study	Check Last Year Completed			
			9	10	11	12
High	_____					
	_____					
	_____					
College	_____					
	_____					
	_____					
Other (specify)	_____					
	_____					
	_____					

Check If Any Of The Following Are Applicable:

\_\_\_\_\_ Vietnam Era Veteran      \_\_\_\_\_ Disabled Veteran      \_\_\_\_\_ Handicapped

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job-related training in the United States? Yes      No  
 If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Are you physically or otherwise unable to perform the duties of for which you are applying? Yes      No

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

### **Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## **Employment Data Record**

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements.

## **APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Prior to employment, I understand that I will be subject to a DMV check and drug/alcohol screening.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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(Signature of Applicant)

(Date)

**Probationary Period: 1 Year**

The Office Clerk is responsible for providing clerical and administrative support to the Auglaize County Engineer's team and Highway Department. This includes greeting visitors and answering all phone calls the office receives. This role is also responsible for maintaining records and preparing reports, communicating bridge and road closings, working with the Administrative Coordinator to purchase fuel and supplies, and aiding with inventory tracking and control. This position will also perform general accounting work, like maintaining accounts payables, and receivables, as well as creating and issuing invoices. Furthermore, this position is responsible for issuing quarterly sewer bills, maintaining accurate records of billing information, payments, etc. for the County owned Wastewater Treatment Plants. Additionally, this person will perform other related duties as requested.

This is a part-time position – 31 hours per week. County health insurance benefits are available.

## **Qualifications**

We are looking for someone to be able to perform each essential duty satisfactorily. The requirements listed below represent the required knowledge, skills, abilities, and physical demands. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Essential job duties:**

- Perform various clerical duties, including answering the phone and greeting office visitors, determining the nature of the call or visit, answering inquiries and providing assistance, and taking messages or routing calls to the appropriate person or department.
- Make copies, scans, faxes, update department files, maintain supply, and form inventories.
- Be a main point of contact for employees, help answer questions, and help resolve issues. Occasional event planning.
- On occasion, may order gasoline and diesel fuel.
- Maintain time records, invoices, and truck, car, and equipment operating costs.
- Issue quarterly bills and track payments for all County owned waste water treatment plants.
- Operate base station radio communications between trucks, garage, front office, and Sheriff's Office; advise utilities of cable location; notify appropriate authorities of road and bridge closings.
- Pick up and distribute mail; monitor daily timesheets, process applications for leave, and complete worker's compensation papers and accident reports.
- Assist Superintendents and Fleet Technicians with completing Foreman's Crew Worksheets, as assigned. Codes and enters employees' daily work done, job tickets, and materials used, ensuring material costs and road files are updated.
- Support accounting operations by filing documents, completing and entering inventory, reconciling statements and invoices, and running software programs.
- Enter data into database programs for job costing.

- Prepare and generate truck, car, and equipment reports; inventory, supplies, accounts payable/receivable, and others.
- Monitor and maintain time clock software accurately.
- Keep a safe and clean workspace by following procedures, rules, and regulations.
- Maintain a “Sign-Out” sheet for garage personnel.
- Perform other related duties or as assigned by the County Engineer, Assistant Engineer, Administrative Coordinator, or General Superintendent

## **Supervisory Responsibilities:**

This job has no direct supervisory responsibilities.

## **Knowledge/skills/abilities:**

- Proficient skills with Microsoft Office Suite, specifically Word and Excel.
- Proven customer service experience and skills, including interpersonal savviness and excellent communication skills.
- Strong written communication skills, including the ability to effectively draft and share reports and correspondences.
- Experience fielding common inquiries or complaints from customers, regulatory agencies, or business community members.
- Collaboration skills, including the ability to work with a team and maintain positive working relationships.
- Ability to read, understand and interpret safety rules, memos, operating instructions, or procedure manuals, which could require mathematic skills like addition, subtraction, multiplication, and division using all units of measure, whole numbers, common fractions, and decimals.
- Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
- Strong organization, time management, problem-solving, and critical thinking skills, and one who can work independently.
- Must have excellent dependability, and professionalism, including performing duties and tasks with integrity.
- Proven change agility and experience working in a fast-paced, demanding environment.
- Experience working with confidential information.
- Ability to maintain or acquire licensures and certifications.

## **Requirements:**

- High school diploma or general education degree (GED) and a minimum of 2 years of relative experience in an office setting.
- Valid State of Ohio Driver’s License.
- Must follow all organization policies, procedures, and safety rules.

## Physical demands:

While performing the duties of this job, the employee regularly is required to:

- Frequently required to walk and stand; flat and uneven terrain.
- Often sit for prolonged periods at a desk and work on a computer.
- Sometimes climb or balance, stoop, kneel, crouch, or crawl.
- Use hands to finger, handle, feel, grip, grab, hold or carry.
- Reach with hands and arms above/below shoulder.
- Talk and hear.
- Lift, carry or move 25 pounds.
- Specific vision abilities include close vision, color vision, and the ability to adjust focus.

## Work environment:

While performing the duties of this job, the employee is regularly exposed to:

- Indoor Office setting.
- Outside weather conditions (all seasons; extreme heat/cold, wet, humid).
- Moving highway traffic.
- Moving mechanical parts and equipment, loud noise.
- Fumes or airborne particles, toxic or caustic chemicals, dust, grass, and pollen.
- Risk of electrical shock and vibration.
- Insects
- Laughter

**The specific statements in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.**

I acknowledge that the above description is representation of the major duties and responsibilities of the position.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Probationary Period: 1 year**

**Compensation will be determined based on relative experience, education and certifications.**