

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Cover Page 1 of 2

<b>Agency:</b>	Board of Commissioners	<b>Employee Name:</b>	
<b>Class Title:</b>	Clerk of Board of County Commissioners	<b>Position Title:</b>	Clerk
<b>Class Number:</b>	08011	<b>Position Number:</b>	01:100001.1
<b>Dept./Div.:</b>	Board of Commissioners	<b>Civil Service Status:</b>	Unclassified
<b>Unit:</b>	Administration	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Commissioners	<b>FLSA Status:</b>	Nonexempt
<b>EEO Status:</b>	(06) Administrative Support	<b>DOT/O*Net Code:</b>	201.362-030
		<b>Normal Work Hours:</b>	Weekdays 8 a.m. – 4:30 p.m.

### GENERAL DESCRIPTION:

Under the general direction of the commissioners and the supervision of the county administrator, the clerk provides clerical, fiscal, and administrative support to the commissioners.

### QUALIFICATIONS: An example of acceptable qualifications:

High school graduate with one (1) to two (2) years of clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Variety of office machines including a computer, printer, typewriter, copier, telephone; computer software (e.g., Microsoft Excel, etc.); digital camera.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use or work with and around a variety of office machines including a computer, printer, typewriter, copier, and telephone; chemicals commonly found in an office environment (i.e., toner, correction fluid, etc.); may be exposed to upset or emotionally distraught individuals; physical demands include but are not limited to: frequent sitting, bending, stooping, stretching, or standing.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

{7/1/2014 PDAUGBC 00077003.DOC }

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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<b>Unit:</b>	Administration		

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 42% (1) Under administrative direction, provides support to the commissioners; maintains full and accurate record of proceedings of the board, separate record of non-decision-making activities; establishes and maintains department filing systems for resolutions, correspondence, contracts, personnel actions and grants according to policy and procedure; informs newspapers of board actions; responds to questions regarding actions; composes and prepares draft resolutions; types resolutions, letters, and correspondence; orders office and housekeeping supplies; maintains resolution journal; maintains index of proceedings; certifies board records; manages the commissioners' office in the absence of the commissioners and the county administrator; maintains online auction and related website information for office (i.e., receives information regarding new auction items; operates digital camera to photograph auction items when a current photo is unavailable; uploads photos to website; contacts successful bidders to retrieve auction items corresponding to winning bid; etc.).
- 33% (2) Maintains ledger for line items under direct control of the county commissioners; prepares purchase orders and vouchers in an accurate and timely manner for revolving loan program payments, invoice payments, and other payments; verifies invoice amounts and processes invoices; researches any problems with invoices and accounts; creates detail project cost and other financial information tracking spreadsheets for board of county commissioners ensuring completeness and accuracy using formulas including addition, subtraction, multiplication, and division operators in Microsoft Excel retrieving data from various documents (i.e., invoices, proposals, etc.); updates spreadsheets when additional or revised data is received; verifies figures with auditor's office; administers Community Develop Block Grants (CDBG) program (e.g., applies for grant through Ohio Development Services Agency (ODSA); maintains financial ledgers; arranges draws from ODSA; etc.); administers Community Housing Improvement Program (CHIP) grant (e.g., applies for; maintains financial ledgers; arranges draws; etc.); corresponds and communicates with consultants in bid process; works with airport manager to administer FAA grants (e.g., prepares resolutions; prepares letters for signing by president of board of commissioners; arranges draws; etc.); coordinates newspaper advertising for bids; administers requests for bid process.
- 10% (3) Answers incoming telephone calls, providing guidance and assistance; forwards calls to appropriate personnel; records messages; greets visitors; provides service and assistance to general

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<b>Unit:</b>	Administration		

public as needed; schedules appointments for board; assists members of the board with maintaining appointment schedule; schedules meeting rooms for conferences, meetings, etc.; notifies courthouse deputy when after hours access is necessary; adheres to personal appearance/dress code according to policy.

10% (4) Prepares internal county billings for various departments in an accurate and timely manner; calculates and bills gasoline usage; prepares billings for long distance usage; prepares postage charges.

(5) Must demonstrate regular and predictable attendance.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### OTHER DUTIES AND RESPONSIBILITIES:

Coordinates initial special assessment notifications.

Assists in personnel recordkeeping and some financial functions.

5% Performs other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** office practices and procedures\*; laws, rules, and/or procedures of assigned unit and/or agency\*; department practices and procedures\*; filing systems; correct use of grammar, punctuation, and spelling; inventory control; purchasing; public relations; government grant programs; bookkeeping.

**Skill in:** data entry; word processing; adding machine or calculator operation; use of modern office equipment (i.e., telephone, computer, etc.); basic use or operation of computer software (i.e., Microsoft Excel, etc.).

**Ability to:** deal with problems involving several variables in familiar context; calculate fractions, decimals, and percentages; add, subtract, multiply, and divide whole numbers and fractions; gather, collate, and classify information about data, people, or things; arrange items in numerical or alphabetical order; apply principles to solve practical, everyday problems; carry out detailed but basic written or oral instructions;

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complete routine forms; prepare accurate documentation in a timely manner; determine material and equipment needs; communicate effectively; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; move quickly and effectively from one task to another; maintain confidentiality.

### POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

I acknowledge that the position of **Clerk** that I occupy in the **Auglaize County Board of Commissioners' Office** is exempted in the unclassified service per Section 124.11 (A) (8) of the Revised Code. I also acknowledge that I serve at the pleasure of the appointing authority, and understand that I have no protection under the civil service laws.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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