

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Common Pleas Court      **Unit:** General Clerical  
**Name:**      **Position Title:**  
**Class Title:** Clerk I      **Class Number:** 11111

**Dept./Div.:** Common Pleas Court      **Civil Service Status:** Unclassified  
**Reports To:** Court Administrator      **Employment Status:** Intermittent  
**Pay:** Resolution      **FLSA Status:** Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education with clerical experience. Must be proficient in computer operation. Excellent telephone etiquette a must.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None

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

Computer, calculator, office copier, typewriter, fax machine.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Periodic - Operates or works in proximity to moving motor vehicles.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

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

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

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

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

\_\_\_\_\_  
(Employee Printed Name)

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<b>Agency:</b>	Common Pleas Court	<b>Unit:</b>	General Clerical
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Clerk I	<b>Class Number:</b>	11111
<b>Supervisor's Title:</b>	Court Administrator	<b>Number:</b>	

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**Supervises:** N/A

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

80% (1) Answers the telephone and greets visitors to elicit information ensuring inquires are directed to the proper destination. Schedules appointments; copies, retrieves, responds and sends fax transmittals; completes special assignments or projects; operates and maintains office equipment. Sorts, opens and forwards departmental mail to proper destination. Sorts, certifies and prepares outgoing courthouse mail for postage.

(1) **Knowledge of:** (a); (b)  
**Skill in:** (d); (e).  
**Ability to:** (g); (h); (i); (k).

10% (2) Files, copies and retrieves documents; sorts and distributes mail; enters information, prepares reports and types documents with computer; organizes data into logical sequence for input.

(2) **Knowledge of:** (a); (b)  
**Skill in:** (d); (e).  
**Ability to:** (g); (h); (i).

10% (3) Communicates with and provides information to County employees and the general public; produces photo static copies and other office related tasks.

(3) **Knowledge of:** (a); (b)  
**Skill in:** (d); (e).  
**Ability to:** (g); (h); (i).

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## POSITION DESCRIPTION

### **OTHER DUTIES AND RESPONSIBILITIES:**

Performs other duties as assigned.

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

**Knowledge of:** (a) office practices and procedures; (b) organizational policies and procedures;  
(c) safety practices and procedures;

**Skill in:** (d) computer operation; (e) typing;

**Ability to:** (g) maintain accurate documentation; (h) communicate effectively; (i) maintain confidential and sensitive information; (j) maintain records according to established procedures; (k) compile and prepare reports.