

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Board of Commissioners	Unit:	General Clerical
Name:		Position Title:	
Class Title:	Clerical Specialist	Class Number:	11114
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Dept./Div.:	Board of Commissioners	Civil Service Status:	Classified
Reports To:	Human Resource Specialist	Employment Status:	Full-Time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with two years' clerical experience or equivalent combination. Must be proficient in computer operation and have extensive knowledge of Microsoft office software. Excellent telephone etiquette a must.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Drivers License with an acceptable driving record.

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

Computer, calculator, office copier, postage machine, 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.

Occasional - Contact with potentially violent or emotionally distraught persons.

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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Supervisor's Title:	Human Resource Specialist	Number:	

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

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

45% (1) Answers the telephone and greets visitors to elicit information ensuring inquires are directed to the proper destination. Arranges appointments; composes routine correspondence; reviews documents for accuracy; copies, retrieves, responds and sends fax transmittals; completes or assists with completion of 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); (l).

35% (2) Assist in maintenance and updating all HR related databases; prepares job vacancy notices and advertisements and sends job vacancy notices to designated county sites; assists in reviewing and analyzing employment applications before forwarding to appropriate departments for action; verifies new employee's background and driving records to see if they are in compliance with County policy. Composes correspondence, reports, records and departmental documents; maintains and handles matters of a sensitive nature with a high degree of confidentiality; assists County Administrator and Human Resource Specialist in performing personnel administration functions (e.g., processes personnel actions and payroll notices for new hires and status changes; maintains employee personnel files). Prepares new hire documentation for payroll office.

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

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10% (3) Schedules and coordinated County loss control and safety programs; (e.g., fire extinguisher, defensive driving, self-audits, department audits, motor vehicle inspections, and annual MVR checks); Gathers attendance counts on safety training for various County departments keeps records of safety committee incentive information.

(3) **Knowledge of:** (a); (b); (c).
Skill in: (d); (e); (f).
Ability to: (g); (h); (i); (j); (k); (l); (m).

10% (4) Maintains accurate record of county vehicles and titles; schedules vehicles for routine maintenance; schedules county loaner vehicles to other departments; maintains cleanliness of department vehicles. Maintains inventory of equipment and supplies.

(4) **Knowledge of:** (a); (b); (c).
Skill in: (f).
Ability to: (h); (j); (m).

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; (f) motor vehicle operation

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;
(l) add, subtract, multiply, and divide whole numbers; (m) travel to and gain access to work site.