

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Common Pleas Court	<b>Unit:</b>	Clerical
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Administrative Assistant	<b>Class Number:</b>	11171
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<b>Dept./Div.:</b>	Juvenile Justice Center	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	JJC Superintendent	<b>Employment Status:</b>	Full-time
<b>Pay:</b>	Resolution	<b>FLSA Status:</b>	Non-exempt

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

Completion of secondary education with training or experience in business office procedures and operation, or a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess a valid Ohio driver's license with an acceptable driving record.

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

Computer, office associated equipment, timeclock and associated hardware & software. Internal and external radio communication system.

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

Occasional - Exposure to 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. As a provision set by the Juvenile Court, employees who have contact with youths who are in the care and custody of the Detention Center; shall be considered serving in a Safety – Sensitive position and all functions of said position are to be considered Safety Sensitive. 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)

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

\_\_\_\_\_  
(Employee Print Name)

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

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<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Administrative Assistant	<b>Class Number:</b>	11171
<b>Supervisor's Title:</b>	JJC Superintendent	<b>Number:</b>	71341

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

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

Reliable, consistent attendance is a requirement and essential function of this position. Employee is expected to be punctual and dependable in order to meet the needs of said position and the Juvenile Justice Center. Individual assigned must be flexible in scheduling based on the needs of the facility.

40% (1) Receives incoming calls and directs to proper party; greets and screens individuals entering facility; responds to inquiries from public and staff; provides information; handles matters of a confidential or sensitive nature.

(1) **Knowledge of:** (a)\*; (c).  
**Ability to:** (d); (e); (f).

35% (2) Performs various routine clerical tasks, e.g., types letters, reports, vouchers; compile, scrutinizes and processes payroll; compile, scrutinizes and administers accounts payable – accounts receivables; copies documents; files and retrieves information; opens, sorts and dates mail; maintains directory; operates and maintains office equipment; maintain asset inventory; reviews documents for accuracy and completeness; counts, sorts, collates and arranges documents for typing or copying; distributes documents; prepares, indexes and files records and documents; enters information in computer.

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

20% (3) Maintains routine account records; administer and maintain fiscal responsibility various grants; completion of special projects and or assignments.

(3) **Knowledge of:** (a)\*; (c); (j).  
**Ability to:** (d); (e); (f); (h); (i); (k).

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### OTHER DUTIES AND RESPONSIBILITIES:

5% (4) Performs other related duties as required.

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

**Knowledge of:** (a) organizational policies and procedures\*; (b) switchboard equipment operation; (c) office practices and procedures; (j) bookkeeping procedures.

**Skill in:** (g) typing.

**Ability to:** (d) communicate effectively; (e) follow oral and written instructions; (f) develop and maintain effective working relationships; (h) record data accurately; (i) file information in alphabetical, numerical and chronological order; (k) add, subtract, multiply and divide whole numbers.

