

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Treasurer's Office

Unit:

Name:

Position Title: Clerk

Class Title: Clerk

Class Number: 11110

Dept./Div.: Treasurer

Civil Service Status: Unclassified

Reports To: Treasurer

Employment Status: Part - time

Pay: Resolution

FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training or experience in typing, computer data entry, office practices or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A

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

Computer, printer, copy machine, facsimile machine, telephone, calculator, typewriter.

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

The employee is exposed to, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals.

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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POSITION DESCRIPTION

Agency: Treasurer's Office

Unit:

Name:

Position Title: Clerk

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Class Number: 11110

Supervisor's Title: Treasurer

Number: N/A

Supervises:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

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

70% (1) Processes incoming payments by mail and receives payments over the counter. Assists members of the public with inquiries. Performs general office clerical functions such as typing, filing, data entry, etc.

Knowledge of: (a);* (b);* (c); (d).

Skill in: (e); (f); (g).

Ability to: (h); (i); (j); (k); (l); (n).

20% (2) Prepares tax statements for real estate, mobile home, pre-pay coupons and personal property and other taxing purposes, distributes taxes by mail.

Knowledge of: (a);* (b).*

Skill in: (e); (g).

Ability to: (h); (l).

10% (3) Performs miscellaneous and other related duties as required; receives incoming calls and directs to proper party; greets individuals entering office; responds to inquiries from public.

Knowledge of: (a);* (b).*

Skill in: (e); (g).

Ability to: (h); (i); (j); (m); (n).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures;* (b) department policies and procedures (c) bookkeeping (d) records management.

Skill in: (e) computer operation; (f) adding machine or calculator operation; (g) use of office equipment.

Ability to: (h) follow oral and written instructions; (i) communicate effectively; (j) develop and maintain effective working relationships; (k) calculate fractions, decimals, and percentages; (l) maintain records according to established procedures; (m) answer routine telephone inquiries; (n) regularly and predictably work scheduled shift.

