

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Board of Commissioners	Unit:	Fiscal Support
Name:		Position Title:	Account Clerk III
Class Title:	Account Clerk III	Class Number:	15115

Dept./Div.:	Commissioners	Civil Service Status:	Classified
Reports To:	County Administrator	Employment Status:	Full-time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Associate Degree in Accounting or related field plus three (3) years relevant work experience with proficiency in Microsoft Word and Excel; or equivalent combination of education, training, and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ohio Notary Public Commission; must be bondable; 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, fax, telephone, copier, calculator, postage meter machine; motor vehicle.

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

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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Name:		Position Title:	
Class Title:	Account Clerk III	Class Number:	15115
Supervisor's Title:	County Administrator	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) Post fiscal data to ledgers, journals and other bookkeeping instruments; prepares financial statistical reports; calculates figures for various records and reports; reviews, verifies and corrects accounting reports and documents; receives payments in person or by mail; prepares purchase orders; prepares pay-ins or deposit slips; enters and updates data of a detailed, complex or technical nature in computer; reviews, verifies and edits data for input; verifies and posts details of transactions to computer spreadsheets; reconciles report discrepancies and problems; codes data for input to spreadsheets or data processing system; prepares invoices for payment and develops a tracking system for posting, disbursements and fund balances; receives, reviews and pays attorney fees for county public defender program.

(1)	Knowledge of:	(a)*; (b); (c); (d); (f).
	Skill in:	(k).
	Ability to:	(p); (q); (r).

25% (2) Assists in preparation of forms and documentation for signature by the Board; handles matters of a confidential or sensitive nature; prepares and maintains records and reports on the County ditch program (e.g., six year hearing information, financials, hearing agendas; etc.); assists the Clerk to the Board / County Administrator on bond/note issues; maintains permissive tax allocation records and reconciles same against Auditor's records; compiles data on cost figures and revenue sharing reports; Assists in administering CHIP and CDBG programs with GLCAP or other contracted vendor.

(2)	Knowledge of:	(a)*; (b); (c); (d); (e); (g).
	Skill in:	(k).
	Ability to:	(p); (q); (r); (s); (t); (u).

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10% (3) Develops and maintains purchasing program for department; compiles records of items purchased or transferred between departments, computes total cost of items purchased; verifies bills from vendors, prepares purchase orders and submits bills for payment; assists County Administrator in budget preparation and assists in tracking fund balances.

(3) **Knowledge of:** (b); (c); (d); (f); (h).
Skill in: (k); (l).
Ability to: (p); (q); (r); (t); (u).

10% (4) Performs clerical tasks of a more general nature (e.g., files reports and records, prepares routine correspondence for signature); operates, maintains and ensures maintenance of office equipment; counts, sorts and collates documents for typing or copying; proofreads correspondence; prepares, indexes and files assigned records and documents; sorts, delivers and prepares mail for postage; completes special projects as assigned.

(4) **Knowledge of:** (a)*; (b); (d); (e).
Skill in: (k); (m).
Ability to: (p); (r); (u).

OTHER DUTIES AND RESPONSIBILITIES:

10% (5) Greets and screens persons entering the office; assists public by providing information and answering questions; conducts tours, answers phones and directs call to the proper destination.

(5) **Knowledge of:** (b); (d).
Ability to: (t); (u).

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

- Knowledge of:** (a) organizational policies and procedures*; (b) office practices and procedures; (c) accounting procedures; (d) records preparation and management; (e) English grammar, spelling and punctuation; (f) inventory control; (g) meeting protocol; (h) purchasing.
- Skill in:** (k) computer/data entry operation; (l) motor vehicle operation; (m) postage machine.
- Ability to:** (p) maintain records according to established procedures; (q) add, subtract, multiply and divide fractions, decimals and percents; (r) prepare and maintain accurate documentation; (s) maintain information of a confidential and sensitive nature; (t) communicate effectively; (u) operate office equipment.

PAY RANGE ASSIGNMENT POINT FACTOR SCORES

POSITION: Account Clerk III

Pay Grade 17 – Probationary \$10.80/ Minimum \$11.34/ Midpoint \$12.48 / Maximum \$13.73

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
0	0	3	3	1	1	4	4	3	3	3	3	3	2	2	2	
0	0	18	27	0	0	26	20	21	15	13	15	15	6	10	10	196

Pay Range	Point Spread		Pay Range	Point Spread
1	52-60		21	232-240
2	61-69		22	241-249
3	70-78		23	250-258
4	79-87		24	259-267
5	88-96		25	268-276
6	97-105		26	277-285
7	106-114		27	286-294
8	115-123		28	295-303
9	124-132		29	304-312
10	133-141		30	313-321
11	142-150		31	322-330
12	151-159		32	331-339
13	160-168		33	340-348
14	169-177		34	349-357
15	178-186		35	358-366
16	187-195		36	367-375
17	196-204		37	376-384
18	205-213		38	385-393
19	214-222			
20	223-231			