

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b> Sheriff's Office	<b>Unit:</b> Law Enforcement
<b>Name:</b>	<b>Position Title:</b> Records Clerk
<b>Class Title:</b> Administrative Records Clerk	<b>Class Number:</b>

<b>Dept./Div.:</b> Sheriff	<b>Civil Service Status:</b> Classified
<b>Reports To:</b> Sheriff	<b>Employment Status:</b>
<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, records maintenance, supervision, purchasing, or equivalent combination; must be bondable.

**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, calculator, office copier, telephone, typewriter.

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

Occasional - Contact with potentially violent or emotionally distraught persons; exposure to bodily waste, tissue or fluids.

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)



# SANDUSKY COUNTY

## CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

**Agency:** Sheriff's Office

**Unit:** Law Enforcement

**Name:**

**Position Title:** Records Clerk

**Class Title:** Administrative Records Clerk

**Class Number:**

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

**Knowledge of:** (a) department policies and procedures\*; (b) jail security practices and procedures and equipment. (c) purchasing, (d) inventory control, (e) records preparation and management; (f) public relations;

**Skill in:** (g) computer operation; (h) data entry; (i) motor vehicle operation.

**Ability to:** (j) understand, interpret and apply laws, rules or regulations to specific situations (k) carry out detailed but basic written or oral instructions; (l) recognize unusual or threatening conditions and take appropriate action; (m) communicate effectively; (n) develop and maintain effective working relationships; (o) answer routine telephone inquiries; (p) prepare and maintain accurate documentation; (q) maintain records according to established procedures\*; (r) add, subtract, multiply and divide whole numbers; (s) maintain confidential and sensitive information; (t) regularly and predictably work scheduled shift.