

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Sheriff's Office

Unit: Law Enforcement

Name:

Position Title:

Class Title: CCW Clerk

Class Number: 41151

Dept./Div.: Civil

Civil Service Status: Classified

Reports To: Civil Deputy

Employment Status: Full - time

Pay: Resolution

FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training or experience in office procedures, bookkeeping, plus one and one-half (1 ½) years legal office experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record; must possess or be able to obtain a Notary Public commission.

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

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

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

The employee is exposed to, must negotiate, 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)

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Clerk of Courts

Name:

Class Title: CCW Clerk

Supervisor's Title: Civil Deputy

Supervises: N/A

Unit:

Position Title: CCW Clerk

Class Number: 41151

Number: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

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

75% (1) Responsible for processing CCW applications and maintaining the CCW records; assists general public with inquiries (e.g., copies records, issues documents, etc.); collects fees and records and issues all receipts; schedules and maintains civil deputy sex offender appointments.

Knowledge of: (a); * (b); (c)*; (d); (e); (f)

Skill in: (h); (i); (j).

Ability to: (k); (l); (m); (n); (o); (p); (q); (r); (s).

15% (2) Processes mail, answers telephone, responds to routine and sensitive inquiries and complaints from officials, attorneys, general public, etc.; performs other clerical functions (e.g., copies records, issues documents, files, etc.). Performs miscellaneous duties; attends training sessions, seminars, and meetings, as required; cross-trains to perform duties of other offices; safeguards confidential information at all times.

Knowledge of: (a); * (b); (c)*; (d); (e); (f)

Skill in: (h); (i); (j).

Ability to: (k); (l); (m); (n); (o); (p); (q); (r); (s).

15% (2) Receives official documents and instruments, records and prepares lists of the items received from courts. Prepares and maintains records of documents received, date served, type of service, by whom served, mileage and/or fees for service.

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

Skill in: (h); (i); (j).

Ability to: (k); (l); (m); (n); (o); (p); (q); (r); (s); (u); (v).

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Sheriff's Office

Unit:

Name:

Position Title: Deputy Clerk

Class Title: Civil deputy

Class Number: 41151

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (a) organizational policies and procedures*; (b) justice system; (c) civil procedure; (d) records preparation and management; (e) office practices and procedures; (f) bookkeeping; (g) personnel practices; (t) geographic layout of jurisdiction.

Skill in: (h) computer operation; (i) use of modern office equipment; (j) motor vehicle operation.

Ability to: (k) carry out detailed but basic written or oral instructions; (l) add, subtract, multiply and divide whole numbers; (m) copy records precisely without error; (n) communicate effectively; (o) develop and maintain effective working relationships; (p) arrange items in numerical or alphabetical order; (q) maintain records according to established procedures*; (r) compile and prepare reports. (s) regularly and predictably work scheduled shift; (u) understand, interpret and apply laws, rules or regulations to specific situations; (v) recognize unusual or threatening conditions and take appropriate action.

