

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Board of Commissioners	Unit:	General Clerical
Name:		Position Title:	
Class Title:	Clerical Specialist/Account Clerk I	Class Number:	11114

Dept./Div.:	Board of Commissioners	Civil Service Status:	Classified
Reports To:	Human Resource Specialist	Employment Status:	Full-Time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with two years' clerical experience or equivalent combination. Must be proficient in computer operation and have extensive knowledge of Microsoft office software. Excellent telephone etiquette a must.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Drivers 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, postage machine, fax machine.

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

Periodic - Operates or works in proximity to moving motor vehicles.

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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20% (3) Works with the Commissioner's office and departments under the commissioners in the following areas: Prepares purchase orders; receives payments in person or by mail; prepares pay-ins or deposit slips; enters and updates data of detailed, complex, or technical nature in computer; reviews, verifies, and edits data for input; verifies and posts details of transactions to computer spreadsheets; prepares invoices for payment and develops a tracking system for posting, disbursements and fund balances; computes total cost of items purchased, verifies bills from vendors, prepares purchase orders and submits bills for payment. Assists the Account Clerk III when needed with daily duties

(3) **Knowledge of:** (a); (b); (c); (d); (e); (f)
Skill in: (g); (h)
Ability to: (j); (k); (m), (n); (o):(p)

15% (4) Maintains accurate record of county fleet and titles; schedules vehicles for routine maintenance; schedules county loaner vehicles to other departments; maintains cleanliness of department vehicles; compiles records of fleet purchased or transferred between departments; maintains inventory of equipment and supplies; Assists HR Specialist scheduling and coordinating county loss control and safety programs. Coordinates annual MVR checks; Gathers attendance counts on safety training for various County departments keeps records of safety committee incentive information;

(4) **Knowledge of:** (a); (b); (c); (e); (f)
Skill in: (g); (h).
Ability to: (j); (k); (l); (m); (n); (o); (p)

20% (5) Assists County Coroner with general office management including secretarial and reception duties, setting up and maintaining case logs and files, prepare and distribute variety of reports, maintain inventory, receive and process autopsy reports, maintain confidential case files, responsible for creating, updating and maintaining operating manuals, responsible for record requests, prepare agenda and take minutes for quarterly meetings. Communicate with various first responders to exchange information.

(5) **Knowledge of:** (a); (b); (c); (d); (e); (f)
Skill in: (g); (h)
Ability to: (j); (k); (l); (m); (n); (p)

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OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures; (b) organizational policies and procedures; (c) safety practices and procedures; (d) accounting procedures; (e) records preparation and management; (f) inventory control

Skill in: (g) computer operation; (h) typing; (i) motor vehicle operation

Ability to: (j) maintain accurate documentation; (k) communicate effectively; (l) maintain confidential and sensitive information; (m) maintain records according to established procedures; (n) compile and prepare reports; (o) add, subtract, multiply, and divide whole numbers; (p) travel to and gain access to work site.