H A R D I N C O U N T Y
B O A R D O F C O M M I S S I O N E R S
An Equal Opportunity Employer

POSITION DESCRIPTION

Name:	**Position Title: Deputy Clerk**
Class Title: Secretary	
Class Number:	**Position Number:**

Dept./Div.: Commissioners	**Civil Service Status: Classified**
Reports To: Commissioners Clerk	**Employment Status: Full Time**
Pay: Resolution	**FLSA Status: Non-exempt**

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under general supervision, provides clerical support; maintains official records, e.g., journals, files, Annexations & Ditch proceedings, etc; maintains Board and meeting schedule calendars; answers telephone and direct calls, maintains accounts payable, trust account and fiduciary account records and audits, meets special report deadlines. Maintains Records Retention. Fills in for Clerk in their absence.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with coursework or experience in business office skills, typing, or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Maintain Current Notary. Maintain Current Driver's License.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101

Types and indexes all resolutions in journal form, all filing, official records of resolutions and contracts; maintains journals of pay-out vouchers approved by Commissioners; processes bills incurred by the office; miscellaneous typing; manages county commissioners records per ORC,

Answers telephone and directs calls to appropriate party or department; maintains Board meeting schedules; out of county travel; research;

Assists with maintenance of County asset inventory; monitor fleet records; courier, notary. Maintains Records Retention.

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OTHER DUTIES AND RESPONSIBILITIES:

As assigned. Ability to drive in and around Ohio for meetings and trainings.

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties (* indicates developed after employment).

Knowledge of: bookkeeping; office practices and procedures; office equipment operation; records preparation and management, Microsoft/0365 word applications.

Skill in: typing; computer; calculator; phone

Ability to: carry out basic written and oral instructions; read, copy, record and calculate figures accurately; prepare routine correspondence; copy material accurately and recognize grammatical and spelling errors; communicate effectively; arrange items in numerical or alphabetical order; maintain records according to established procedures *.

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

Telephone, computer, typewriter, office copier, calculator, fax.

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

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority) **(Date)**

(Employee Signature) **(Date)**

ADOPTED: ___/___/___	**REVISION #__: __/__/___**	**APR BY:**