

**PERRY COUNTY BOARD OF COMMISSIONERS
JOB DESCRIPTION**

Position Title: Perry County Commissioner's Clerk

Department: Commissioners' Office, Directly responsible to the Board of Commissioners

Civil Service Status: Classified

Compensation: Hourly, \$18-\$20 per hour commensurate with experience.

Normal work week: 8:00am-4:00pm ½ hour lunch, Monday- Friday

Compensatory Time: Eligible if work week exceeds 40 hours.

Job Purpose:

The primary purpose of this position, under the direction of the Board of County Commissioners, is to assist the Board of Commissioners in the general day to day operations of the office of the Perry County Commissioners. Transmit decisions and or directive from the County Commissioners to local agencies and the general public. Perform office activities and assistance to the Commissioners as requested. This position serves as the official record keeper of all current and historical documents relating to the Perry County Commissioners Office.

Essential Functions:

Provide all clerical duties for the weekly Commissioners meeting proceedings.

Advertise, serve notices, schedule meetings and appointments. Prepare service contracts, lease agreements and inventory reports. Receive, record and pay-in receipts as needed. Monitor, report and maintain county employee records, time sheets, and leave records, FLMA records and certificates of appointment.

Receive visitors, phone calls and electronic communications for the County Commissioners, order supplies and maintain order of all records associated with the office of Perry County Commissioners.

Possess a Notary of Public Certification.

Assists the Board of Commissioners in communications to all offices and departments. Keep the Board advised of all issues of the County.

Performs a wide variety of tasks, assisting the Commissioners in daily operations. Assist in the coordination of special and capital projects and maintains financial info for each project.

Review/interpret the adequacy of liability coverage and deadline requirements of all insurance policies, requesting estimates and information as needed.

Additional Functions:

Performs other duties as requested by the Board of County Commissioners.

Minimum Qualifications: High School diploma

(Completion of secondary education or equivalent is beneficial)

Must possess a valid State of Ohio Motor Vehicle Driver's License and pass a pre-employment drug screening.

Job Requirements & General Duties:

Ability to use standard office equipment and related office software, MS Word and Excel. Uses computer applications; spreadsheets, word documents, email, & database software in performing work assignments.

Receive visitors, phone calls and electronic communications on behalf of the County Commissioners. Assume the duties of the Commissioners budget and finance officer during absences. Research past records within the office when necessary, respond to public records requests and attend trainings as directed. May be required to flex normal work schedule.

Critical Skills:

Ability to deal with many variables and determine specific action, analyze draw valid conclusions using judgment and analytical skills, and to recommend constructive changes in processes, and operations of the office.

Ability to establish and maintain effective working relationship with public and government officials.

Ability to use common English language to effectively communicate, both in oral and written form.

Ability to organize and accurately maintain large volumes of information and paperwork.

Ability to work independently and to plan, develop and implement goals, objectives, programs and daily and annual operations of the office. Develop collaborative relationships with other employees and offices throughout the rest of the County.

Ability to follow oral and written instructions, exercise sound judgment, complete and maintain accurate records, reports, forms and files.

Thorough knowledge of and ability to apply program policies and procedures to assist other County offices.

A working knowledge of public administration.

Ability to maintain confidentiality of information and records.

Knowledge of standard office procedures, County government agencies, procedures, operations and resources and budgets.

Knowledge of accounting fundamentals governmental terminology and budgetary information/reports.

Proficient knowledge of personal computers, office productivity software and the ability to use and operate them on the job. Basic knowledge of Ohio Revised Code.

Physical Effort and Work Environment:

Physical Requirements: The work of this position is performed in a standard office setting. However, the incumbent in this position must have considerable mobility. The incumbent in this position is regularly required for frequent or prolonged periods to sit.

Visual Activity: The incumbent must be able to see at close distances, beyond arm's reach and requires viewing a computer terminal and proofreading information.

Working Conditions: The incumbent works inside with protection from weather conditions and is not exposed to adverse environmental conditions. However, the incumbent may be exposed to such adverse conditions on an infrequent basis, such as while running errands.