

**County Of Sandusky  
Sandusky County Engineer**

Sandusky County Engineer is seeking applications for a Full-Time a **Clerical Specialist**.

**An example of minimal acceptable qualifications includes:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: Completion of secondary education supplemented by bookkeeping, typing, computer and business courses plus two (2) years office experience or equivalent. A valid Ohio driver's license with acceptable driving record is required.

**Work duties include but are not limited to:** Performs general clerical/secretarial functions; prepares and/or types correspondence, reports, newsletter, memos and other documentation from hand written copy; proofreads typed copy and makes appropriate corrections. Compiles data and prepares contract documents, quotes, projects, OPWC, LTIP, grants, scrutinizes, processed and /or reconciles invoices. Files, copies and retrieves documents, permit information, distributes mail, operates large format copy machine, and accounts for cash received for copying service. Maintains maintenance records, fuel usage, quarterly gas tax refund, equipment inventory on computer, reports additions/deletions to insurance and requests titles/license plates as needed. Receives and directs general public and incoming calls to appropriate staff; provides general information and responds to inquiries. Deadline for applications is 3/24/2017 or until filled.

Interested individuals may apply by application to:  
Sandusky County Human Resources  
622 Croghan St., Fremont, OH 43420

SANDUSKY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER