

**POSITION DESCRIPTION
SANDUSKY COUNTY ENGINEER
An Equal Opportunity Employer**

Page 1 of 2

TITLE: Clerical Specialist
CODE:11114
REPORTS TO: Office Manager

JOB RESPONSIBILITIES: Under general supervision, performs responsible bookkeeping functions; types correspondence, reports, memos and other documentation; prepares and maintains records and reports; performs other related duties as required.

QUALIFICATIONS: 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. Must possess a valid Ohio driver's license.

EQUIPMENT OPERATED: Computer, calculator, typewriter, copier, large format copy machine, radio (2-way), and telephone.

ESSENTIAL FUNCTIONS OF THE POSITION

| % time | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.) | KNOWLEDGE SKILLS AND ABILITIES necessary to perform duties. |
|-----------|--|--|
| 30% | (1) 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. | (1) Knowledge of (a) accounting, (h) English grammar, spelling, and punctuation; ability to (i) carry out oral and written instructions, (j) copy material accurately and correct grammatical or spelling errors; skill in (f), (g). |

- | | | |
|---|--|--|
| 20% | (2) Compiles data and prepares contract documents, quotes, projects, OPWC, LTIP, grants, scrutinizes, processes and/or reconciles invoices. | (2) Knowledge of (a), (b) bookkeeping, (c) agency policies and procedures, (d) office practices and procedures; ability to (e) understand practical application of accounting methods, (f) calculate percentages, communicate effectively, (h) prepare meaningful, concise and accurate reports; skill in operation of (i) calculator, (j) typewriter. |
| 20% | (3) Files, copies and retrieves documents, permit information, distributes mail, operates large format copy machine, and accounts for cash received for copying service. | (3) Knowledge of (a), ability to (k) categorize information according to established methods; skill in (l) operation of copier, (m) operation of large format copy machine. |
| 10% | (4) 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. | (4) Knowledge of (a), (g); ability to (c), (h), (i), (j); skill in (f), (g), (k), (o). |
| OTHER DUTIES AND RESPONSIBILITIES: | | |
| 20% | (5) Receives and directs general public and incoming calls to appropriate staff; provides general information and responds to inquires. | (5) Knowledge of (a); ability to (n) communicate effectively, (o) answer routine inquires. |

This position description in no matter 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 that I can perform the Essential Functions of this position.

(Approval of County Engineer)

(Date)

(Employee Signature)

(Date)