

MEDINA COUNTY COMMISSIONERS

Job Description

CLERK 1

FIRST STOP



SUMMARY

The Clerk reports directly to the Administrative Assistant. Functions as Receptionist for Medina County Human Services Building. Sorts and distributes mail and faxes. Maintains and schedules calendar of meetings. Routes requests and complaints to appropriate departments. Courier to other County departments.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Receptionist for building; refers individuals to agencies within Medina County Human Services Building as well as throughout other county buildings. Sorts and distributes building mail and faxes each day. Operates copy machine; runs courier routes to other county buildings. Records and maintains calendar of meetings held at building. Changes and updates lobby bulletin board. Refers complaints and in-house requests to the appropriate department supervisor; reports any maintenance or security problems to the proper authorities. **Time Spent: 95%**
- II. Performs all other assignments as required or deemed necessary by the supervisor. Provides support services when requested for building offices. **Time Spent: 5%**

Class Title / Position Number of Position(s) Supervised:

None

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

Class #: 12111.C Class Title: Clerk 1 Full Time Position Control #: 10212.0 Normal Working Hrs: 8:00am to 4:30pm
County of Employment: Medina Working Title: Clerk 1 Full Time Pos # & Title of Supervisor: 10420.0, Administrative Asst.

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	(1) Working knowledge of telephone system. (2) Customer service and reception techniques. (3) Basic computer software and keyboarding. (4) English usage, spelling, grammar and punctuation. (5) Basic office methods, equipment and filing systems. (6) Departmental/county policies and procedures*.	Answers telephone, directs calls to appropriate people/departments. Schedules and maintains calendar of meetings in county building. Sorts and distributes mail and faxes. Operates copier machine and other office equipment.
Skills:	(7) Communicates with public in professional and friendly manner. (8) Accurately schedules meetings and calendar dates. (9) Works with various cultural and ethnic groups in a tactful and effective manner. (10) Organizes tasks and determines priorities to meet deadlines. (11) Multi tasks.	Updates lobby bulletin board. Answers telephone. Acts as receptionist. Interacts with the general public. Operates standard office equipment. Valid Ohio driver's license and good driving record. Have own transportation and proof of auto insurance.
Ability:	(12) Works cooperatively with staff and clients. (13) Performs routine clerical functions. (14) Understands and carries out both oral and written directions. (15) Operates personal computer and office equipment. (16) Maintains accurate records. (17) Answers routine telephone inquiries from public. (18) Establishes and maintains cooperative working relationship with County departments. (19) Close vision and ability to adjust focus. (20) Talk, hear, stand, walk, use stairs, sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms. (21) Communicates effectively; i.e., speak and write. (22) Intermittently twist and reach office equipment. (23) Performs simple grasping and fine manipulation; lift light weight. (24) Learns the organization, procedures and operating details of the County department.*	Refers complaints and in-house requests to appropriate departments. Receives, sorts and distributes incoming and outgoing mail. Operates copier machine. Refers individuals to appropriate sources. Builds and maintains positive working relationships.

* Learned after employment.

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

1. High School Graduate or equivalent.
2. Six months related experience and/or training.
3. Working knowledge of modern office practices and procedures.
4. Valid Ohio driver's license and clean driving record.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information and respond to questions from public.
- Ability to travel throughout the city of Medina, 1.5 miles daily.
- Frequently required to talk or hear, stand, walk, use stairs, sit; use of hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Exposed to equipment generating heat and cold.
- Must occasionally lift and/or move up to 15 pounds.

MAJOR WORKER CHARACTERISTICS

- Knowledge of telephone system.
- Knowledge of basic computer software.
- Ability to communicate with the public in a professional manner.
- Knowledge of office practices and filing systems.
- Ability to use whole numbers.
- Ability to understand systems and procedures.
- Ability to establish positive client relations.
- Ability to positively interact with co-workers and management.
- Understanding of relationship between departmental functions.