NEW 23 DEC 1984

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Clerk of Board of County Commissioners	CODE: 08011
	MAJOR AGENCIES: County Commissioners	JURISDICTION: County

FUNCTION: Under administrative direction from County Commissioners, performs duties outlined by Sections 305.10 & 305.11 of Revised Code, transmits decisions &/or directives from county commissioners to local agencies & general public, performs & supervises performance of office staff activities;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	31-37	Performs duties outlined by Sections 305.10 & 305.11 of Revised Code (i.e., records all actions & transactions of county commissioners in commission's journal & attends all meetings of county commissioners).	Knowledge of (1) bookkeeping, (2) public relations, (3) proceedings of board of county commissioners*, (4) county government structure*, (5) laws governing clerk of board of county commissioners & county commissioners*; ability to (6) interpret variety of instructions in written, oral, picture or schedule form, (7) maintain accurate records, (8) handle sensitive inquiries from & contacts with officials & general public.
2	15-35	Transmits decisions &/or directives from county commissioners to local agencies (e.g., sheriff, county engineers, county treasurer, county auditor, county hospital board) & general public through correspondence &/or news media; sets up meetings & assembles agenda, notifies involved parties of meetings or appointments; receives visitors & phone calls for county commissioners; establishes & releases public hearing dates; appears in court with all legal papers (e.g., annexations, sewer & water projects) requested by county prosecuter &/or county commissioners.	Knowledge of 2, 3*, 4*, 5*; ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) make appointments & screen mail, (11) write or edit articles for publication, (12) prepare & deliver speeches before specialized audiences & general public, (13) prepare deeds, leases, mortgages &/or contracts.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in bookkeeping (or 6 mos. exp.); 3 courses in office management or supervision (or 3 mos. exp.); 3 courses in employee training & development (or 3 mos. exp.); 3 courses in public relations (or 3 mos. exp.); 3 courses in typing (or 3 mos. exp.); 1 course in speech (or 1

TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	31-51	Performs & supervises performance of office staff activities for county commissioners; takes dictation, types (e.g., correspondence, memos, reports, notices, purchase orders, vouchers), proofreads typed copies for errors & makes necessary corrections; keeps commissioners appointment calendar current; files & maintains operational records (e.g., payroll, personnel records, financial statements, insurance policies); trains new employees.	Knowledge of 1, 3*, 4*, 5*, (14) supervision, (15) office management, (16) employee training & development, (17) budgeting*, (18) accounting*, (19) inventory control*; skill in (20) typing, (21) taking & transcribing dictation*; ability to 6, 7, 8, 9, 10, (22) calculate fractions, decimals & percentages.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* mo. exp.); 1 course in any of following: journalism, techncial writing, legal writing, english/professional writing (or 1 mo. exp.); or equivalent.	TRAINING & DEVELOPMENT: