

MEDINA COUNTY COMMISSIONERS
Job Description
ASSISTANT CLERK OF THE BOARD
COMMISSIONERS



SUMMARY

The Assistant Clerk of the Board reports to the Clerk of the Board. Performs a variety of highly specialized administrative support duties and advanced secretarial, including (but not limited to) coordination of administrative details for various projects and programs; coordinating reports; conducting independent research; responding to routine communications, inquiries, and issues on behalf of the commissioners; and general secretarial support. Under general direction, independently accomplishes the job with latitude and discretion in carrying out a variety of administrative, secretarial, technical and clerical work activities that are highly visible to the public. Incumbent may be required to make routine judgments in the absence of the Clerk of the Board. Work relationships with others are frequent and extend beyond the department to other County departments and to outside agencies, interest groups, and the general public. Work is performed in an office setting.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Acts as a recording secretary to committees or commissions; performs a variety of clerical duties related to the recording, preparation, transcription and maintenance of records and documents. Assists in agenda and meeting preparation. Prepares for and attends committee, commission, departmental, and related meetings including setting up recording equipment and room, duplicating information to be distributed, and preparing agenda. Records proceedings of meetings; takes comprehensive notes of meetings; upon request retrieves reports or information requested during meeting. Prepares finalized agenda; compiles packet documents; edits and proofreads agenda and various other documents; ensures maintenance of accuracy. Records and prepares minutes for various boards, task forces, and committees as seen fit by the Commissioners. Answers phones and performs general secretarial duties on behalf of the Commissioners. Assists in the process preparing, coping, and distributing resolutions from the Commissioners' meetings; stamps weekly bills. Serves as a back up for switchboard. Maintains annual inventory of furniture and assets. Coordinates volunteer efforts for county offices. Prepares brochures and related graphic arts for various events originating out of the Commissioners' office. Assists with weekly Commissioners' Newsletter.
2. Serves as a point of coordination in various inter-department, inter-agency, etc., programs, activities and events, some of which may require media notification. Monitors progress for projects, programs, and contracts, notifying the Commissioners of required actions. Arranges meetings, receives and organizes project related materials, summarizing proceedings in order to brief Commissioners on progress. Provides a full scope of advanced secretarial services. Composes routine correspondence and other documents of an important nature from brief instructions, notes, or personal knowledge and research. Verifies and corrects grammar and composition as required. Interviews persons to compile information for administrative records, reports, and projects. Searches information from files, records, and libraries, compiling and preparing summary reports. May involve statistical calculations, checking, balancing, and other related presentation formats. May screen incoming calls to the Commissioners, evaluating the relative importance of each and independently researching and resolving routine matters; referring complex issues to others. Performs other related duties as assigned to accomplish the overall purpose of the position. Prepares grant for Railroad Safety Task Force and writes public relations articles.

Class #:12551 Class Title: Secretary I Position Control #:10174.0
Normal Working Hrs : Fr 8 a.m. to 4:30 p.m.
County of Employment: Medina Working Title: Assistant Board Clerk Pos # & Title of Supervisor: 08110 / Clerk of Board County Commissioners

3. Indexes and files correspondence, reports, and other materials according to predetermined breakdowns. Screens incoming calls, mail, and visitors, and independently resolves routine matters or referring to others. Maintains adequate levels of office supplies and equipment. Performs receptionist duties. Greets visitors or applicants in person or over the telephone, ascertains the nature of business, obtains routine information, and may disseminate standard information to customers.
4. Responds to requests for information relating to assigned responsibilities. Performs special projects and assignments as requested. Performs related duties and responsibilities as required. Maintains inventory of furniture and assets for online auction and state audit and disburses inventory tags to departments. Coordinates charity campaigns with departments and keep track of donations. Back up for the Clerk for filing of annexations and following through.

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

None

Supervisor _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Formal procedures for meetings; (2) Business letter writing; (3) Basic report preparation; (4) Time management techniques; (5) Principles and procedures of record keeping; (6) Principles and procedures of filing; (7) English usage, spelling, grammar and punctuation; (8) Modern office procedures, methods and equipment, including computers; (9) Workings of county government including relationship to other public agencies;* 	<p>Verify and correct grammar and composition.</p> <p>Search information from files, records.</p> <p>Perform a variety of clerical duties.</p> <p>Independently resolve routine matters.</p> <p>Respond to requests for information relating to assigned responsibilities.</p>
Skills:	<ul style="list-style-type: none"> (10) Working knowledge of English grammar and composition business and/or legal formats, spelling, arithmetic, filing, and record keeping; (11) Sufficient human relations skill to communicate standard information, to employ lines of inquiry, and to maintain harmony in a work environment; (12) Interpret and apply administrative and departmental policies and procedures*; (13) Complete routine forms; (14) Independently prepare correspondence and memoranda; (15) Take and transcribe dictation at a speed necessary for successful job performance; (16) Operate a personal computer at a minimum of 55 net words per minute; 	<p>Perform a variety of clerical duties related to the recording, preparation, transcription and maintenance of records and documents.</p> <p>Take comprehensive meetings notes.</p> <p>Record and prepare minutes.</p> <p>Coordinate volunteer efforts for county offices.</p> <p>Prepare brochures and related graphic arts for various events.</p> <p>Compose routine correspondence.</p>
Ability:	<ul style="list-style-type: none"> (17) Use independent judgment and personal initiative; (18) Write reports, business correspondence and procedure manuals; (19) Present info and respond to questions; (20) Available to attend afternoon & evening meetings; (21) Learn and understand organization structure and operation of the County and its agencies and services*; (22) Ability work independently; (23) Operate and use modern office equipment; (24) Communicate clearly and concisely, both orally and in writing; (25) Establish and maintain effective working relationships with those contacted in the course of work; (26) Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned equipment; (27) Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, & operating assigned equipment; (28) Interpret a variety of instructions; 	<p>Act as a recording secretary to committees or commissions.</p> <p>Prepare for and attend committee, commission, departmental, and related meetings during day time & evening.</p> <p>Set up recording equipment and room.</p> <p>Prepare finalized agenda.</p> <p>Answer phones and performs general secretarial duties;</p> <p>Serve as a point of coordination in various inter-department, inter-agency, etc., programs, activities and events.</p> <p>Monitor progress for projects, programs, and contracts.</p>

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying:

- 1) Graduation from high school or equivalent and three years of progressively responsible secretarial or administrative assistant experience; or an equivalent combination of post-secondary education and experience.
- 2) Proficiency in word processing (55 wpm), spreadsheet, presentation software, grammar, spelling and filing.
- 3) Possess and maintain a valid Ohio Driver's License.
- 4) Preference may be given to applicants with the ability to take and transcribe dictation or operate dictation equipment.

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 speak clear and fluent English
- Ability to effectively present information and respond to questions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Intermittent physical activity including walking, standing, sitting, and lifting.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

MAJOR WORKER CHARACTERISTICS

- Speak clear and fluent English
- Operate and use modern office equipment.
- Ability to use whole numbers, understand systems and procedures.
- Ability to work independently.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, & operating assigned equipment.
- Write reports, business correspondence and procedure manuals
- Sufficient human relations skill to communicate standard information, to employ lines of inquiry, and to maintain harmony in a work environment.
- Working knowledge of English grammar and composition business and/or legal formats, spelling, arithmetic, filing, and record keeping.
- Time management techniques.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Operate a personal computer at a minimum of 55 net words per minute.