

MEDINA COUNTY COMMISSIONERS

Job Description CLERK OF THE BOARD COMMISSIONERS



SUMMARY

Serves as the administrative liaison to the Board of County Commissioners by providing highly complex assistance to the Board as outlined in Sections 305.10 and 305.11 of the Ohio Revised Code in addition to those responsibilities expressed under Chapter 709, Annexation, of the Ohio Revised Code. Schedules agenda items; records, prepares, and maintains the minutes and resolutions emanating from the Board's meetings. Plans, organizes, directs and manages the activities within the Board's office; Coordinates Board activities with other agencies and departments.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Attends and clerks all regular and special meetings of the Medina County Board of Commissioners. Plans, organizes and directs activities in preparation of the agenda for the Board and processes resultant documents and records. Coordinates agenda items with County departments and the County Administrator; assembles and distributes meeting materials; prepares minutes. Executes and/or communicates details of Board actions; acts as custodian of all documents and records pertinent to actions of the Board. Researches and prepares technical and administrative reports; prepares written correspondence. Prepares and furnishes Board summary of proceedings, i.e. weekly newsletter, to County officials and the public. Maintains filing system of Board and Committee-related documents. **Time spent: 60%**
2. Directs, and oversees the assignment of work activities, projects and programs of the Assistant Clerk of the Board; monitors work flow; reviews and evaluate work products, methods and procedures; conducts performance evaluations; recommend discipline; implement discipline procedures as directed; maintains high standards necessary for the efficient and professional operation of the position. **Time spent: 15%**
3. Responds to general inquiries from the public and other agencies, answers telephone. Prepares legal notices for publication; Prepares records, resolutions, letters, notices and reports. Receives, files, and refers correspondence, reports, and requests to the appropriate County department. **Time spent: 10%**
4. Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service. Represents the Commissioners to the public, County departments, and to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary. **Time spent: 10%**
5. Perform related duties as assigned. **Time spent: 5%**

Title / Position Number of Position(s) Supervised:

Secretary 1 / # 12551

Supervisor _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

04-Board Clerk

Class #: 08011 Class Title: Clerk of Board of County Commissioners Position Control #: 10164.0
Normal Working Hrs : Fr 8 a.m. to 4:30 p.m.
County of Employment: Medina Working Title: Clerk of the Board Pos # & Title of Supervisor: Board County Commissioners

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Responsibilities, functions and operating procedures of County Board of Commissioners * (2) Formal procedures for meetings; (3) Principles and practices of records management related to public information and legal documents; (4) Time management techniques; (5) Organizational structure of county government and the services and functions provided by each department ; (6) English: usage, spelling, grammar and punctuation; (7) Modern office procedures, methods and equipment, including computers; (8) Relationship of county government to other public agencies*; (9) Preparation of agendas, minutes and indexing systems; format and legal requirements used in preparation of resolutions; (10) Principles and practices of supervision, training and performance evaluation 	<p>Administrative liaison to the Board of County Commissioners;</p> <p>Provides highly complex assistance to Board per Sections 305.10 & 305.11 of ORC;</p> <p>Executes and/or communicates details of Board actions;</p> <p>Custodian of all documents and records pertinent to actions of Board:</p> <p>Researches and prepares technical and administrative reports;</p> <p>Directs, and oversees work activities, of Assistant Clerk of the Board;</p> <p>Responds to general inquiries from the public and other agencies;</p>
Skills:	<ul style="list-style-type: none"> (11) Working knowledge of English grammar and composition business and/or legal formats, spelling, arithmetic, filing, and record keeping; (12) Sufficient human relations skill to communicate standard information, to employ lines of inquiry, and to maintain harmony in a work environment; (13) Interpret and apply administrative and departmental policies and procedures*; (14) Complete routine forms; (15) Independently prepare correspondence and memoranda; (16) Take and transcribe dictation at a speed necessary for successful job performance; (17) Operate a personal computer at a minimum of 55 net words per minute; (18) Work with various cultural and ethnic groups in a tactful and effective manner; (19) Interpret and apply County policies, procedures, rules and regulations; (20) Sit at desk and in meetings for long periods of time; (21) Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; 	<p>Plans, organizes and directs activities in preparation of the agenda for the Board;</p> <p>Records, prepares, & maintains minutes and resolutions emanating from Board's meetings.</p> <p>Plans, organizes, directs and manages the activities within the Board's office;</p> <p>Coordinate volunteer efforts for county offices.</p> <p>Maintains filing system of Board and Committee-related documents;</p>
Ability:	<ul style="list-style-type: none"> (22) Typing and shorthand; (23) Use independent judgment and personal initiative; (24) Write reports, business correspondence and procedure manuals; (25) Present info and respond to questions; (26) Learn and understand organization structure and operation of the County and its agencies and services*; (27) Work independently; (28) Operate and use modern office equipment; (29) communicate clearly and concisely, orally and in writing; (30) Establish and maintain effective working relationships; (31) To know laws, regulations and codes; (32) Problem solve; (33) Observe performance and evaluate staff ; (34) Organize and direct activities of Assistant Clerk; (35) Work evenings or week-ends when Board of Commissioners or other assigned boards conduct meetings at times other than those regularly scheduled; <div style="border: 1px solid black; padding: 2px; margin-top: 10px; width: fit-content;">*Learned after employment</div>	<p>Attends & clerks all regular and special meetings of the Board of Commissioners;</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>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> <p>Builds and maintains positive working relationships with co-worker;</p> <p>Represents the Commissioners to the public, County departments, and to outside agencies and organizations;</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
- 2) Five years of increasingly responsible secretarial experience, including experience as secretary to a public board or commission; two years of which must have been in a supervisory capacity.
- 3) Proficiency in word processing (55 wpm), spreadsheet, presentation software, grammar, spelling and filing.
- 4) Possess and maintain valid Ohio Driver's License.
- 5) 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.