

## UTILITY CLERK

**The Medina County Highway Department has a position available for a Utility Clerk. Applications may be obtained online or from the MEDINA COUNTY ENGINEER's OFFICE, 791 W. Smith Road, Medina, Ohio 44256 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Applications will be accepted no later than JANUARY 11, 2019 at 4:00 p.m., Attn: Andy Conrad. Resumes will only be accepted with a completed application. Medina County is an EQUAL OPPORTUNITY EMPLOYER.**

Under the general supervision of the Highway Maintenance Superintendent and the Administrative Assistant, greets visitors, does various work using computer: Assists and acts as backup to the Administrative Clerk at the Highway Department, Administrative Secretary/Account Clerk at the Engineer's Office and the Permit Coordinator at the Engineer's Office. Assists in all clerical matters regarding various duties performed by the above positions. Acts as Records Clerk at the Highway Department. Performs all other related duties as required.

### ILLUSTRATIVE DUTIES

Enters daily job costs (labor, equipment, material, job codes and other pertinent information) from time sheets at the Highway Department. Prepares monthly, quarterly and annual job cost reports; prepares job cost reports for bridges, culverts, pavement and guardrail; maintains files for same, using specialized software for same. Tracks inventory of equipment, consumables and related items, prepares inventory for County Commissioners and prepares reports as needed for consumable material for management. Tracks fixed assets for auditing purposes.

Checks invoices related to the Highway Department operations, and gets approval of same from the appropriate department head, forwards invoices to Account Clerk for payment. Invoices other County Departments, Townships and Villages for materials purchased from the County, invoices for accident damage on County roads, and invoices developers for signs.

Calculates quarterly Diesel Tax Refund report, keeping records for same.

Assists the Administrative Clerk at the Highway Department in all other matters at the Highway Department, including but not limited to the preparation of payroll, distribution of same, maintenance of secondary personnel files, drug testing for department employees and any other duties as may be necessary.

Assists the Administrative Secretary/ Account Clerk at the Engineer's Office in all accounting duties as may be necessary, public record requests, personnel and clerical duties and any other duties as may be necessary.

Assists the Permit Coordinator in all duties related to the County Engineer's Permit Department, including inputting permit information, generating billing for same, generating inspection requests for department inspectors and receiving and resolving complaints related to same.

Acts as backup for the above mentioned job positions during vacations and extended absences due to illness or other related absences.

Performs all other related duties as required.

### NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures, laws, rules and/or procedure of agency; ability to deal with problems involving several variables in familiar context, ability to calculate fractions, decimals and percentages; ability to gather, collate and classify information about data, people or things; ability to read and write common vocabulary, basic computer skills; ability to operate office equipment; ability to communicate effectively on a one-on-one basis with the general public regarding general questions and complaints; knowledge of bookkeeping; ability to maintain accurate office records; ability to maintain effective working relationships with associates and supervisors; ability to work at various office locations as needed.

### QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Valid State of Ohio motor vehicle operator's license.

High school diploma or equivalent.

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

Must be able to pass a pre-employment drug screening.