

**PORTAGE COUNTY**  
Board of County Commissioners

**TITLE:** Clerical Specialist

**JOB OBJECTIVES:** Incumbent is responsible for greeting and directing visitors to the Board of Commissioners' office and responding to inquiries from staff and the general public to provide requested information and/or refer to the appropriate party. Additional duties include but not limited to answering the telephone, providing clerical support for the Board of Commissioners' office and maintaining records and resolving issues as presented by staff and the general public.

**ESSENTIAL JOB FUNCTIONS:**

- Maintain the Commissioners' Boards & Commissions files, correspond with each Board chair regarding potential appointees and vacancies, review by-laws and Ohio Revised Code for term length and special categories for applicants, prepare resolution from template documents provided to appoint/reappoint members, compile updated listing of vacancies, new appointments/reappointments, work with potential applicants to complete application, coordinate with the Clerk for the Board of Commissioners for interview times and relay information to applicant, prepare and discuss board vacancies, appointments/reappointments with the Board of Commissioners and prepare correspondence from template documents to new Board members advising about their appointment.
- Assist with assembly of Board of Commissioners (BOC) weekly agenda packets by making copies and coordinating documents in the packets.
- Assist with reformatting Resolutions and placement into the draft meeting minutes.
- Assist with routing signed documents to internal and external departments, including information from the Share File and weekly folders from the Commissioners' meetings.
- Assist with posting items to the County's website and the Official bulletin boards.
- Assist with cross referencing Resolutions and Journal Entries for Solid Waste, Commissioners, Records Commission, and Juvenile Detention Center.
- Ensure that visitors wishing to speak during the Commissioners' meetings have the Public Comment form filled out correctly and presented to the Clerk for the Board.
- Answer the telephone for the purpose of responding to inquiries, taking messages, screening calls and transferring calls to the appropriate party.
- Greet the general public for the purpose of welcoming and responding to inquiries and/or directing them to the appropriate party.
- Review of local newspaper daily for articles that pertain to Portage County departments.
- Assist with ordering supplies.
- Maintain daily filing for the department.
- Type various documents, reports and correspondence for BOC and County Administrator.
- Copy, and fax documents.
- Process all pay-ins for the Commissioners' office.
- Pick up incoming mail and deliver outgoing mail to the mailroom; open and distribute mail to appropriate

person.

- Post Commissioners' agendas on bulletin boards on various locations and sends the weekly board calendar out.
- Maintain the Veteran's Memorial. (advertising the request for brick orders, processes the applications and handles the placement of the bricks)
- Perform various other clerical duties.
- Maintain confidential and non-confidential records and files.
- Respond to written and verbal inquiries from internal and external sources for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Demonstrate regular and predictable attendance.
- Complete special assignments, projects and other duties as required or assigned.

#### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related Essential and Non-Essential functions as needed.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK**

**Equipment:** Incumbent uses the following equipment: computer, typewriter, copier, fax machine, calculator, shredder.

#### **Critical Skills/Expertise:**

- Knowledge of computers and related software, including MUNIS and Office 365.
- Knowledge of general office functions and procedures.
- Knowledge of basic arithmetic.
- Knowledge of business and phone etiquette.
- Knowledge of concepts of grammar and punctuation.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact effectively and courteously with a variety of people both in-person and over the phone, occasionally under difficult circumstances.
- Ability to follow instructions.
- Ability to maintain accurate records.
- Ability to maintain confidentiality.
- Ability to perform work with frequent interruptions.
- Ability to work as a team player as well as work independently.
- Genuine concern for the best interests of the citizens of Portage County. Incumbent should demonstrate an attitude of professionalism and keen awareness that the taxpayers of Portage County are of paramount concern and priority.

**Job Standards:** High School diploma or G.E.D. and one to three years' experience working in a receptionist or administrative/office support type role are required.

## **II. RESPONSIBILITY**

Under the direction of the County Administrator, incumbent receives general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work are readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct. Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

## **III. PERSONAL WORK RELATIONSHIPS**

Incumbent has contact with co-workers, employees in the department, public sector employees, and the public. The purpose of these contacts is to maintain communications with various County agencies, and to assist the public over the phone and in person.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT**

### **Physical**

**Requirements:** Work is described as sedentary work, which may require lifting up to fifteen (15) pounds occasionally.

**Physical Activity:** Incumbent performs the following physical activities: climbing, stooping, reaching, fingering, talking, hearing, and repetitive motions.

**Visual Activity:** Incumbent performs work where the seeing job is close to the eyes.

**Job Location:** Incumbent works inside with no exposure to adverse environmental conditions.

---