

**MIAMI COUNTY COMMISSIONERS**

**JOB ANNOUNCEMENT**

**JOB TITLE:** Assistant Clerk

**SALARY –\$17.44 - \$ 26.92 (DOQ)**

**NATURE OF JOB:**

Under general direction, maintains journal of proceedings and assists in preparing business meetings of the County Commissioners; prepares and types agendas, proclamations and resolutions as assigned; types correspondence, reports, technical and confidential material from rough copy or verbal instruction; composes routine correspondence, and uses computer resources to index resolutions numerically and monthly for posting in resolution journals; notifies local news media of meetings and official office closings; prepares transfers, additional appropriations and travel/training worksheets for Commissioners' review; records minutes of public and executive meetings of the Board of Commissioners and ensures compliance with Ohio Open Meetings Act and Sunshine Law.

Answers telephone calls, e-mails and routine inquires, takes and distributes messages, and greets/directs visitors, for the Commissioners and staff; provides customer service; assists in notifying parties of meetings or appointments, and receives sorts and distributes incoming mail. Approve timesheets for office as needed in absence of Clerk/Administrator.

Assists and maintains an accurate filing system to accommodate all records subject to the jurisdiction of the Board of Commissioners.

Processes and tracks bids and projects including legal ads for bids, proposals, RFQ's, and hearings, etc. Prepares Commission Meetings and serves as a backup to the Commissioners Clerk/Administrator as needed. Demonstrates regular and predictable attendance.

**MINIMUM QUALIFICATIONS:**

Completion of post-secondary education and/or 3 years' experience highly preferred. Mandatory previous office experience is required including recordkeeping, data entry, Microsoft Office, customer service, and press releases.

**METHOD OF APPLICATION:**

All interested applicants may acquire an application at the Miami County Job Center, 2040 North County Road 25-A, Troy, OH45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at [www.miamicountyohio.gov](http://www.miamicountyohio.gov) Applications must be submitted via the website or returned to above address by 4:00 PM, **Friday August 14, 2020.**

**MIAMI COUNTY JOB AND FAMILY SERVICES IS  
ACCESSIBLE TO THE DISABLED**

**MIAMI COUNTY COMMISSIONERS  
IS AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE: Assistant Clerk**

**FLSA STATUS: Non-Exempt**

**DEPARTMENT: Commissioners**

**CIVIL SERVICE STATUS: Classified REPORTS**

**TO: Commissioners Clerk/Administrator EMPLOYMENT STATUS: Full-time**

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**ESSENTIAL FUNCTIONS:**

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Demonstrates regular and predictable attendance.

**OTHER RESPONSIBILITIES:**

Any other duties as assigned.

**EXPERIENCE, EDUCATION, LICENSES, CERTIFICATION:**

Completion of post-secondary education and/or 3 years' experience highly preferred. Mandatory previous office experience is required including recordkeeping, data entry, Microsoft Office, customer service, and press releases.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

Ability to effectively read, write, comprehend and communicate both orally and in writing. Ability to work well with others and to develop and maintain effective working relationships. Ability to prepare reports and standard letters, read, write and record figures accurately.

Knowledge of general office and bookkeeping principles and practices. Knowledge of departmental policies, procedures, operations and maintenance. Knowledge of Ohio Open Meetings Act and public meetings requirements.

Skilled in customer service and ability to tactfully respond to complaints and highly agitated individuals and situations.

Knowledge of daily Computer operations, including email, Microsoft Office, and use of modern office equipment.

Must possess or be able to obtain a Notary Public Commission.

***\*\*\* This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. This position description supplies the general requirements of this position and in no manner should it be implied that the above are the only duties or responsibilities performed by the position incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and/or assigned.***

My (employee) signature below signifies that I have reviewed the Position Description and that I understand the contents thereof.

\_\_\_\_\_  
(Employee Signature)

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