

**Job Description
Clinton County, Ohio**

Job Title: Deputy Clerk to the Board of Commissioners **Date:** September 16, 2024
Position Reports To: Clerk to the Board
Classified or Unclassified: Unclassified **FLSA Status:** Non-exempt/Hourly

To apply, please e-mail cover letter and resume to humanresources@clintoncountyohio.us.

Job Summary:

Under direction of the Clerk to the Board, works with minimal supervision and direction to accomplish tasks. May have input from County Administrator or Board of Commissioners.

Performs moderately complex to complex administrative responsibilities. Represents the Board of Commissioners to other governmental offices and to the public.

Serves as communication liaison to other county departments, local, state and federal agencies and the public. Exercises judgment in determination of various day-to-day issues within generally established policies, procedures and expectations.

Work involves creating and maintaining a permanent record of Board actions and maintaining official historical and current official records. Researches various reports and activities and assures that board operational processes and procedures are followed.

Work includes the application of considerable judgment and the coordination of work with others. Work requires a high level of discretion and application of administrative and office management skills.

Proactively identifies and recommends opportunities for more efficient and effective performance of the administrative and technical operations of the Commissioners' Office.

Responsibilities and Essential Duties:

Schedules and oversees appointments with the Board, prepares agendas for the meetings, facilitates and organizes information presented for action. Reviews all documents for legal sufficiency or ensures referral to Prosecuting Attorney for review and approval. Receives and holds bids for proposed county projects. Records and prepares minutes of all Board meetings.

Reviews requests for use of public property and communicates with requestor. Processes documents approved by the Board. Disburses copies of documents to appropriate parties. Researches and drafts resolutions, proclamations, contracts, policies, leases and other documents for submission to the Prosecuting Attorney or to the Board of Commissioners for review, revision and approval.

Prepares correspondence on behalf of the Board to county offices, citizens, local, state and federal agencies and legislators. Manages and maintains all official records of proceedings and actions of the Board of Commissioners. Provides access to the public records as required by the Public Records Disclosure Act.

Maintains current lists of boards, commissions and committee appointments, monitors status of appointments and term expiration dates, prepares letters of appointment, tracks pending items and project status for the Board
Assists in budget work for the Board of Commissioners, serves as a resource to assist other offices as needed. Assists the Board in preparation of the annual county budget.

Prepares and places notices and legal advertisements. Schedules meetings and prepares necessary support information for such meetings; calendars a variety of due dates and deadlines; ensures that these are met. Assists the general public, county officials, and other departments by providing and interpreting a wide variety of information on the general operations and procedures.

Maintains confidentiality of non-public information.

Identifies process issues and problems and works with others to resolve.

Serves as prevailing wage coordinator, ensuring full compliance with rules and regulations. Updates Commissioner section of website and posts relevant information. May assist other offices.

Is fully proficient and able to cover all functions of the office and regularly fulfills those various duties on a rotating or regular basis (filing, purchasing supplies, processing payments, preparing agendas and minutes, etc.).

Uses judgment in troubleshooting and resolving issues, strategically identifies issues and recommends solutions. Is organized and can multi-task with regular interruptions to work.

Provides a high level of customer service, ensuring a positive interaction for visitors. Conducts self in professional, pleasant manner.

Assists with or plans and implements a variety of special projects. Other duties as assigned.

Qualifications:

Must have or develop extensive knowledge of administrative practices, extensive knowledge of requirements related to processing of official actions taken by the Board, records management, public notices, Open Public Meetings Act and Public Records Disclosure; document composition; budgeting; policy interpretation; leadership and public relations; and contracts.

Effective communication skills, including ability to draft various documents, multi-task, ensure a high level of customer service. Considerable knowledge of Microsoft Office including Word, Excel, effective use of email and ability to learn internal financial and website software. Experience with MUNIS software is preferred. Ability to organize and plan work, set and follow effective work priorities.

High school diploma or equivalent, some college courses preferred. Must have a minimum of 5 years of work experience in an office environment. Accounting courses or experience preferred. County government experience preferred.

Ability to develop and maintain a variety of productive and cooperative work relationships external and internal to the County. Ability to research, interpret, and compile records, reports, and a variety of data into required formats or established forms.

Other Requirements

Must obtain and maintain Notary.

Must be able to operate standard office equipment.

Must be able to drive on occasion to other buildings or meeting locations. Must have acceptable driving record and must have and maintain an acceptable level of personal vehicle liability insurance.

Must have or become proficient in financial software system.

May occasionally lift up to 35 lbs., regularly bends, reaches for documents.

Exposure to weather and various hazards if on-site for prevailing wage duties.

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate Supervisor, Department Head or Governing Body. Equal Opportunity Employer.