



# *Preble County Board of Commissioners*

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## **JOB POSTING**

### **RECEPTIONIST/CLERK TYPIST**

The Board of Preble County Commissioners will accept applications for the full time, unclassified, FLSA non-exempt position of Receptionist/Clerk Typist for the Board of Preble County Commissioners. The pay range for this position is \$11.26 - \$14.81 per hour.

Applications and job description may be obtained in the Commission Office, Preble County Courthouse, 1st Floor, 101 East Main Street, Eaton, Ohio, between the hours of 8:30 A.M. and 4:00 P.M., Monday thru Friday. This job posting is also published on the Preble County Commission's website, [www.prebco.org](http://www.prebco.org). To access the help wanted ad notice, click on "job opportunities" on the left side of the home page at [www.prebco.org](http://www.prebco.org). Applications will be accepted until the position is filled.

Preble County is an equal opportunity employer.

**PREBLE COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

**An Equal Opportunity Employer**

**POSITION TITLE:** RECEPTIONIST/CLERK TYPIST

**DIVISION:** ADMINISTRATION

**CIVIL SERVICE STATUS:** UNCLASSIFIED

**EMPLOYMENT STATUS:** FULL-TIME

**JOB RESPONSIBILITIES:** Under administrative direction, assists the County Administrator, Assistant County Administrator and Administrative Assistant in the operations of the County Commission Office. Performs other related duties as required.

**QUALIFICATIONS:** Completion of secondary education supplemented by coursework in office practices and procedures, bookkeeping, and typing plus five years secretarial or office-related experience or equivalent. Must possess extensive transcription abilities, the ability to operate a computer (i.e., Windows Microsoft Office programs, E-Mail, etc.), and be proficient in use of Front Page and web site development.

**ESSENTIAL FUNCTIONS:**

- 50%** Performs various duties to assist the County Administrator, Assistant County Administrator and Administrative Assistant (e.g., types and mails correspondence, etc.); assumes duties of Clerk of the Board during his/her absence (e.g., attends and records regular and executive sessions of the Board of County Commissioners); prepares resolutions according to acceptable format; transcribes and prepares all public proceedings heard by the Board of County Commissioners and assists in maintaining accurate minutes of said Board. Performs related routine clerical duties (e.g., receives mail, files, reproduces and distributes documents; orders office supplies, etc.); conducts yearly inventory of county office equipment; compiles data and types inventory report. Performs all other duties as required.
- 25%** Greets and screens callers and visitors to Commission Office (e.g., clients, officials, public, etc.); answers routine inquiries; assists in scheduling appointments, meetings, and other events; assists in completing forms and provides direction; operates telephone equipment to receive, transfer and respond to telephone calls.
- 25%** Posts monies received; prepares and records pay-ins; checks and processes bills for payment. Types all county departmental purchase orders and maintains an accurate and complete file on all county departmental requisitions and purchases orders processed.