



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 \$13.23 - \$18.09 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. To access the help wanted ad notice, click on "employment opportunities" on the left side of the home page at 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, Commission Clerk and Administrative Assistant in the operations of the County Commission Office. Performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: Experience in basic bookkeeping and tracking financial transactions. Working knowledge of Microsoft Office programs, Adobe software and related technology. High School diploma or equivalency required. Highly organized with excellent time management skills and strong attention to detail. Good typing skills, exhibits good communication and time management skills, customer service and is capable of multitasking.

ESSENTIAL FUNCTIONS:

- 50%** Performs various duties to assist the County Administrator, Commission Clerk 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.
- 15%** 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.
- 10%** Posts monies received; prepares and records pay-ins; checks and processes bills for payment.
- 25%** Operate and maintain the county's website, update as needed. Upload documents and organize electronic information as necessary.