

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-077**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve revisions to the following job descriptions: Treasurer, Assistant Treasurer, Emergency Response Administrator, and E-911 Deputy Director.

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 22 May, 2012



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Treasurer

May 22, 2012

Finance Department

Pay Grade 20

Job Summary

The purpose of the position of Treasurer is to supervise and manage County financial activities including the preparation of financial statements in accordance with state government requirements of generally accepted accounting principles and to keep records and make reports as prescribed by KRS 68.210, 68.020, 68.300, 68.360 and 66.480. The Treasurer is an officer bonded to receive and disburse county funds and could be liable on his/her bond if he/she does not maintain the correct records and follow the procedures as required by law. This position is a 4-year term appointed by Hardin County Fiscal Court beginning 1 July of the year the new Fiscal Court takes office. The Treasurer will administer the following records as required by the Uniform System of Accounts for Kentucky Counties: Cash Receipts Ledger, Check Distribution Ledger, Appropriation Ledger, General Ledger, Individual account for the Funds and Grants, Investment records. He/She is responsible for depositing all county receipts daily, renewing and securing CD's, Grant investments and securing all money in the checking accounts, countersigning all checks for the county and reconciling all checking accounts on a monthly basis. The Treasurer will make all federal and state tax deposits. He/She works closely with the Judge/Executive to ensure all financial matters of the county are handled in a timely manner. The Treasurer will also perform any other task directed by the Judge/Executive as well as assist other employees with the completion of tasks.

Major Essential Duties

- Supervise and manage county financial activities including the preparation of financial statements in accordance with State Government requirements and the requirements of generally accepted accounting principles
- Receive and receipt all money due the county from its collecting officers or from any other person whose duty it is to pay money into the county treasury
- Disburse funds in such manner and for such purpose as may be authorized by appropriate authority of the Fiscal Court
- Invest county funds pursuant to KRS 66.480 and as duly authorized by Fiscal Court
- Institute court actions in the name of the county to collect money due from tax collectors or others indebted to the county per KRS 68.020(3).
- Maintain a record of all actions he/she is directed to institute on behalf of the county, showing their condition and the money collected as a result
- Maintain an accurate detailed account of all money received and disbursed for the county
- Keep books of accounts of the financial transactions of the county in the manner required by the uniform system of accounting prescribed by the State Local Finance Officer

- Prepare monthly financial reports for the Fiscal Court and Jailer
- Prepare a quarterly financial statement for the State Local Finance Officer
- Prepare and have published an annual financial statement
- Settle his/her accounts as Treasurer within thirty (30) days after the close of each fiscal year, or when required by the Fiscal Court
- Make a full and complete settlement for the preceding fiscal year with the Fiscal Court or its appointed designee, per KRS

Minor Essential Duties

- Facilitate and coordinate budget preparation and presentation
- Prepare budget amendments and transfers
- Advertise all budget amendments
- Prepare required documents papers for tax rates and taxing districts
- Oversee and prepare all applications for all State and Federal Grants
- Coordinates and handles all documents of grants with outside agencies in which funds must be handled through Hardin County Treasurer's Office (EG. Hardin County Water)
- Oversee and prepare all documents for loans, leases, ADF funds and LGEA funds.
- Provide cross training to the Assistant County Treasurer, Personnel/Payroll Specialist, Accounts Payable Clerk, and Finance Clerk or any other office personnel in the Finance Department
- Attend yearly training through the Kentucky Association of County Treasurers and Finance Officers.
- Attend workshops and classes pertaining to financial accounting and other regulations which govern county policies and procedures.

Supervisory Responsibility

Responsibilities may include the following, in accordance with organizational policies and applicable laws, for all positions of county government under the direction of the Judge/Executive's Office

- Supervise Assistant County Treasurer, for his/her functional duties related to the Finance Department which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures
- Supervise the Human Resources Specialist for his/her administrative duties related to the Finance Department which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Treasurer performs duties within the Finance Department, under the direct supervision of the Judge/Executive.

Qualifications

Eligibility

- Must be a citizen of Kentucky
- Must be free of any felony convictions
- Must be at least 25 years old, or have obtained a baccalaureate level degree from a regionally accredited institution of higher education per KRS.68.010 (3)

Education and/or Experience

- Baccalaureate level degree from a college or university with an emphasis in accounting, finance, or a related field, supplemented with four years of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management, or other comparable office practices or procedures; or
- Associates' level degree from a college with an emphasis in accounting, finance or a related field supplemented by six years of experience in general accounting to include accounts payable, accounts receivable, payroll, cash management, or other comparable office practices or procedures; or
- Graduate of an accredited high school or equivalent and eight years experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; and
- Experience supervising employees or managing office operations.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, policy and procedure manuals, and legal documents.
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents.
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills
- Ability to write speeches, articles and publications when necessary

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables.
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- After appointment, the County Treasurer shall execute bond with reputable sureties, to be approved by the Fiscal Court.

Other Knowledge and/or Skills

- Ability to exercise mature judgment, courtesy and tact in dealing with county employees, the public, elected officials, and government employees on the telephone or in person
- Ability to effectively use computers and standard office machines
- Ability to use the computer for all accounting procedures to include: accounts payable, accounts receivable, and cash management.
- Possess a working knowledge of standard office computer programs for recordkeeping and required correspondence.

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to type, handle paper, etc.

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

Comments

- Must Display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must maintain confidentiality in all aspects of the position
- Must be 21 years or older and comply with KRS. 68.010(3)
- Must have personal integrity and remain free of felony convictions

Approved: May 22, 2012



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Assistant County Treasurer

May 22, 2012

Finance Department

Pay Grade 12

Job Summary

The purpose of the position of Assistant County Treasurer is to assist the County Treasurer with all duties associated with the Finance Office, including the preparation of financial statements in accordance with government regulations and generally accepted accounting principles, and to assist in keeping records and making reports as prescribed by KRS 68.210, 68.020, 68.300, 68.360 and 66.480.

Major Essential Duties

- Assist with the administration of cash receipts ledger, check distribution ledger, appropriation ledger, general ledger, individual accounts for the funds and grants, and investment records
- Assist with depositing all the counties receipts daily
- Countersign checks
- Assist in the reconciling of all checking accounts on a monthly basis
- Assist with all federal and state tax deposits
- Assist in the preparation of monthly, quarterly, and annual financial statements
- Coordinates personnel/payroll office procedures
- Perform other duties as directed by the County Treasurer

Minor Essential Duties

- Assist with facilitating and coordinating the budget preparation and presentation with the County Treasurer
- Assist with preparing budget amendments and transfers
- Assist with advertising all budget amendments
- Attend annual training presented by the Kentucky Association of County Treasurers and Finance Officers
- Assist with the preparation of documents concerning taxing rates and taxing districts
- Perform other duties which may be required concerning the financial matters of the county
- Should be a member of the Kentucky Association of County Treasurers and Finance Officers

Supervisory Responsibility

- Supervise the Personnel/Payroll Specialist, the Accounts Payable Clerk, and the Finance Clerk within the Finance Department
 - Assist with hiring, training, development and work assignment
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Assistant County Treasurer performs duties within the Finance Department under the direct supervision of the Treasurer.

Qualifications

Education and/or Experience

- Baccalaureate level degree from a college or university with an emphasis in accounting, finance, business or a related field, supplemented with one year of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; or
- Associates' level degree from a college with an emphasis in accounting, finance, business or a related field supplemented with three years of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; or
- Graduate of an accredited high school or equivalent and five years experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; and
- Experience supervising employees or managing office operations; and
- Experience in the use of computers, standard office machines and standard communication devices.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables.
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

None

Other Knowledge and/or Skills

- Ability to display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to use the computer for accounts payable, accounts receivable, records and correspondence, and have a working knowledge of Excel, Word and Adobe

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle papers, etc.

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

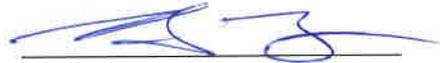
The noise level is usually moderate.

Comments

- Must Display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests

- Must adhere to applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older
- Must maintain confidentiality in all aspects of the position

Date Approved: May 22, 2012



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Emergency Response Administrator

May 22, 2012

Emergency Management

Pay Grade 22

Job Summary

The Emergency Response Administrator oversees county government's planning, preparations, and response to emergency situations including emergency medical needs, natural and manmade disasters, and terrorist threats. The incumbent also serves as the county's Emergency Management Director, the Director of Hardin County Emergency Medical Services, and E-911 Director and provides daily oversight and supervision of these areas. He/she performs specialized work in the development, coordination, and supervision of required emergency response such as emergency medical services, fire, law enforcement, public works, communications, public information, and training. The nature of the work for the Emergency Response Administrator requires extensive decision-making abilities under pressure and also requires a calm professional demeanor.

Major Essential Duties

- Supervises the Deputy Emergency Management Director and the Deputy Director of EMS and Deputy Director of E-911.
- Implements emergency preparedness programs initiated by federal and state government, by developing and directing comprehensive county plans for warning and response in the event of a disaster or emergency
- Develops and maintains the emergency operations center as well as emergency communications and warning systems. .
- Provides training for individuals utilizing the emergency operations center and its plans.
- Identifies potential hazards facing the community and compiles required emergency resource and response data from government and private organizations
- Coordinates the on-scene response of local agencies during emergencies or disasters
- Provides Hardin County the most efficient ambulance service possible while maintaining the highest level of care
- Ensures all requirements of the Kentucky Board of Emergency Medical Services are maintained
- Provides for the development and training of emergency medical personnel to ensure they are kept informed of changes in procedures or protocols
- Oversees billing and collection of Emergency Medical Service claims
- Ensures the compliance of privacy and personnel policies and regulations
- Provides for the proper maintenance and repair of vehicles and equipment
- Maintains open communications with subordinate leaders, employees, and the County Judge/Executive
- Supervises employee conduct, dress, attitude, and job performance
- Disciplines employees as necessary

Minor Essential Duties

- Keeps local officials and emergency responders informed concerning administrative, training, exercise development, damage assessment, and search and rescue issues/opportunities related to emergency management
- Conducts periodic business meetings with area emergency planning and response agencies as required
- Maintains inventory of supplies to ensure sufficient stock is on hand
- Records and processes employee time sheets and annual vacation/sick leave
- Causes the completion of the daily work schedule for all personnel
- Approves schedule changes in coordination with Deputy Directors
- Delegates daily activities to others in the chain of command
- Performs other duties as assigned by the County Judge/Executive

Relationships

The Emergency Response Administrator performs duties within the Emergency Services departments under the direct supervision of the County Judge/Executive.

Supervisory Responsibility

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions of county government under the director of the Judge/Executive office:

- Supervises the Deputy Emergency Management Director and the Emergency Management Secretary within the Emergency Management department, the Deputy Director of EMS within the Emergency Medical Services department, and the Deputy Director of E-911 within the E-911 department which may include the following:
 - Assist with the training, development and work assignments
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Two years or more of management in the field of emergency services
- An Associates Degree is strongly desired

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquires and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents

- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government
- Ability to display strong oral, written and listening skills
- Ability to write speeches, articles and publications when necessary
- Ability to handle sensitive issues.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.
- Ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables.
- Interprets an extensive variety of complex technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal or State Emergency Management Agency including, but not limited to emergency response, civil preparedness, exercise development, fire, damage assessment, earthquake mitigation, severe weather and hazard identification and hazardous waste site worker training.
- Must obtain and maintain other certifications and credentials as required by the EMS Medical Director and/or the County Judge/Executive

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 25 pounds
Squat and bend
Drive a vehicle

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list in Work Environment Section
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate the color of liquids and smoke.

Must meet the requirements of 29 CFR Part 1910 as it relates to medical clearance and the ability to wear hazardous materials equipment when required.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Response to accidents involving hazardous chemical spills
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to medical waste
- Noise level is moderate to high
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

Comments

- Must display the following:
 - Positive communication

- Objectivity
- Willingness to solve problems
- Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved: *May 22, 2012*


Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Deputy Director of E-911

May 22, 2012

**E-911
Pay Grade 17**

Job Summary

Under the general direction of the Emergency Response Administrator, the Deputy Director of E-911 manages the operation of the Hardin County E-911 Center, coordinates the operation of the E-911 Center with other user agencies, is responsible for day-to-day activities of the center, and performs related duties as assigned.

Major Essential Duties

- Plan, direct, and control the work of the E-911 Center personnel and all the day-to-day activities to include: training, evaluating work performance, and ensuring compliance with established policies;
- Develop and prepare work schedules for E-911 dispatchers and administrative and technical personnel to guarantee adequate coverage at all times;
- Closely coordinate the operations of the center with all user emergency agencies and secondary sites;
- Troubleshoot all equipment, to include E-911 wire line and wireless automatic locating information devices, routers, connectivity, dispatcher workstations, and other automated devices and peripherals;
- Coordinate all equipment repairs, replacements, and preventive maintenance with appropriate service support organizations to maintain uninterrupted E-911 services to the community;
- Manage an annual budget consisting of employee payroll and benefits, contract fees, required supplies and equipment, and other budgetary line item essentials;
- Coordinate with county officials, city officials, and telephone service providers to accurately maintain and update the E-911 Master Street Address Guide (MSAG);
- Oversee the issuance of new addresses to new homes, businesses, subdivisions and rural parcels;
- Coordinate the integration of database records with telephone service providers to ensure accurate locations of E-911 callers;
- Review and resolve E-911 inquiries and discrepancies for updates and corrections to the location information with telephone service providers databases;
- Maintain close coordination with other county and city agencies to provide proper information with regard to correct street information and signage;
- Update as necessary boundary changes on Emergency Service numbers (ESN's), zip codes, exchanges, etc.;
- Review information provided to the E-911 GIS technician for proper digitizing of all components of E-911 addressing on proper GIS computerized mapping;

- Review all GIS data for accuracy; and
- Answer, screen, research, inform, advise, record, and process all customer requests efficiently and expeditiously as received by telephone, mail, or in-person.

Minor Essential Duties

- Maintain files
- Distribute information as needed
- Prepare general and technical correspondence
- Update existing databases on a regular basis and protect them from infiltration of faulty control measures
- Coordinate, update, and revise E-911 policies and procedures as required.

Supervisory Responsibility

Responsibilities may include the following, in accordance with organizational policies and applicable laws for all positions reporting to the Judge/Executive's office:

- Supervise the Dispatch Supervisor, the Terminal Agency Coordinator, the Office Manager, the GIS/GPS Technician, IT Specialist and the Part-Time Custodian within the E-911 Department, which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Deputy Director E-911 will interact under the direction of the Emergency Response Administrator.

Qualifications

Education and/or Experience

- An associate's degree from an accredited college with emphasis in public safety, public administration, business management, or law enforcement administration, or
- Graduate of an accredited high school or equivalent supplemented by four years experience in a supervising capacity, two of which are within a government agency or organization.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquiries or complaints from regulatory agencies, business community members, or the general public.
- Ability to write reports, business correspondence, policy and procedure manuals.
- Ability to write speeches, articles, and publications relating to E-911 issues.

- Ability to present effective and persuasive presentations related topics to management, public groups, and elected officials. Strong oral, written, and listening skills are required.
- Ability to craft and compose effective requests for grant funding for the purpose of acquiring funding for E-911 applications from external government.

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals
- Compute ratio and percent and to draw and interpret graphs
- Apply concepts of algebra, and statistics as needed

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of complex and technical information, and instructions.
- Ability to solve practical problems, and deal with several abstract and concrete variables.
- Ability to make decisions serving the county's best interests.
- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents

Certificates, Licenses, Registrations

- Must maintain a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Possess the following:
 - Ability to work with other related county and municipal departments within Hardin County
 - Ability to communicate both orally and in writing
 - Advanced computer skills
 - Hand-eye coordination

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing job duties, the employee could reasonably be expected to:

Regularly
(over 2/3 of regular work day)

- Sit
- Talk or hear
- Use hands to type, handle paper, etc
- Drive a vehicle

Occasionally
(under 1/3 of regular work day)

- Stand or walk
- Reach with hands and arms
- Drive a vehicle
- Lift and/or move up to 25 pounds

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The noise level is usually moderate to high.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must maintain confidentiality
- Must have personal integrity and remain free of felony conviction
- Must be neat in appearance
- Must be 21 years or older

Date Approved: May 22, 2012



Harry L. Berry
Hardin County Judge/Executive