

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-112**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following revised job description within the Road Department:

1. Part-Time, Custodian/Office Clerk

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 July 2012



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

**Part-Time
Custodian/Office Clerk**

July 24, 2012

**Road
Pay Grade 3**

Job Summary

The purpose of the position of the Custodian/Office Clerk is to perform physical work involving the use of custodial tools and to perform basic office duties under the general supervision of the office manager or department supervisor. The person holding this position must have a basic knowledge of housekeeping and clerical duties. The Custodian/Office Clerk will perform any other jobs that may fall under this class title per the office manager's directive. This part-time job is expected to require approximately 15 hours/month.

Major Essential Duties

- Dust, mop, and vacuum floors
- Clean restrooms
- Wash windows

Minor Essential Duties

- Answer telephone calls and maintain all messages received
- Greet and provide services to office visitors
- Operate standard office machines
- Perform other tasks as required by office manager or department supervisor

Supervisory Responsibility

- None

Relationships

The Custodian /Office Clerk performs the duties within the Road Department office under the supervision of the Office Manager, or the Department Supervisor in the absence of the Office Manager

Qualifications

Education and/or Experience

- Graduate of an accredited high school or its equivalent
- Some experience in performing delegated unsupervised work is preferred
- Willingness to learn office procedures and practices is required

Language Skills

- Ability to communicate effectively in English both oral and in writing
- Ability to read, analyze and interpret policies, procedures, equipment manuals and safety manuals
- Ability to follow oral and written instructions

Mathematical Skills

- Add, subtract, multiply, and divide in whole numbers

Reasoning Ability

- Solve practical problems
- Interprets some technical and instructional material
- Makes decisions which serve the County's best interest

Certificates, Licenses, Registrations

- None Required

Other Knowledge and/or Skills

- Operate standard office machines
- Exercise mature judgment, courtesy and tact in dealing with county employees on the telephone or in person
- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees

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)

Stand and walk
Talk or hear
Use hands to file, handle, or feel.
Lift and/or move up to 25 pounds

Occasionally (under 1/3)

Sit
Reach overhead with hands and arms
Lift and/or move up to 50 pounds
Climb stairs

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

Work Environment

The work environment characteristics described represent 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 at least 18 years of age
- Must have personal integrity and remain free of felony convictions

Date Approved: 7-24-12



Harry L. Berry
Hardin County Judge/Executive