

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2013-076**

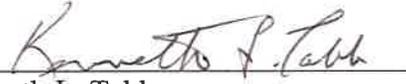
BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve the following job descriptions revisions which contain no changes in pay grade:

1. Paramedic-Shift Supervisor
2. Account Manager I
3. Emergency Services Secretary
4. E-911 Information Technology Specialist
5. Executive Officer
6. Operations Manager
7. Certified Training Officer
8. E-911 Dispatch Shift Leader
9. Part time Custodian

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 28 May, 2013.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Paramedic - Shift Supervisor

May 28, 2013

EMS

Pay Grade 10 (56 Hour)

Job Summary

Under limited supervision will supervise the daily operations of the EMS Department and provide emergency care to the ill and injured; also will serve as a backup to the regular duty shifts or assist the regular duty shifts when they are overextended. The nature of the work requires extensive decision-making abilities under pressure and requires a calm professional demeanor.

Major Essential Duties

- Assumes the authority and responsibility of the department in the absence of the EMS Director
- Ensures adequate staffing of EMS units on a daily basis
- Secures coverage in work schedule of staff on short notice due to employee absences and system demands
- Ensures on-duty staff are prepared and fit for duty
- Ensures all ambulances, response vehicles, and specialized facilities are properly maintained, stocked, and fully functional
- Investigates complaints as assigned by department policy
- Responds to emergency incidents within Hardin County and serves as the Medical Incident Commander on a daily basis
- Assists EMS personnel at emergency incidents on a daily basis
- Assists in the coordination of EMS activities with other public safety and public health agencies when involved in community wide emergency incidents
- Ensures personnel assigned to his/her shift are adequately trained and capable of fulfilling their job duties in a safe manner and effective manner
- Full-fills the duties of a Paramedic as needed
- Ensures copies of required licenses, certifications, and other credentials of personnel assigned to his/her shift are current and on file
- Assists in the employment selection process for department staff
- Assists with the development of the annual department budget preparation
- Participates in the employee disciplinary process

Minor Essential Duties

- Develops and conducts educational and training programs for department personnel and area public safety agencies.
- Coordinates and assists in the development of public education projects.

- Represents the department on various local, regional and state committees
- Assists in data collection activities.
- Assists in the development of departmental long term planning.
- Performs other duties as may be required.

Supervisory Responsibility

Supervises Emergency Medical Technicians, Paramedics and Assistance Shift Supervisors within the EMS 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

Relationships

The Paramedic – Shift Supervisor performs duties with the EMS department, under the direct supervision of the EMS Director.

Qualifications

Education and/or Experience

Graduate of an accredited high school or equivalent.

Graduate of a nationally or state approved Paramedic Education Institution

Two years experience as a Paramedic with the EMS department

Experience as the Assistant Shift Supervisor with the EMS department (promotional only)

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 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 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 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.

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 in the best interests of the patient.
- 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 licensure as a Paramedic by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver's License
- Must obtain and maintain credentials as an AHA CPR, ACLS, and PALS Instructor within one (1) year following promotion
- Must obtain and maintain other certifications and credentials as required by the EMS Department
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Operational Level) within one (1) year following promotion.

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 basic and advanced life and support and rescue equipment
 - 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 50 pounds
Squat and bend

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list on page 3
Lift and carry a minimum of 125 pounds
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 skin colors and tones and the color of liquids and smoke.

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
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- 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 28, 2013



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Account Manager I
May 28, 2013

**EMS
Pay Grade 10**

Job Summary

This position is responsible for performing general accounting duties for the EMS billing office. The responsibilities of the position includes: processing of patient care and other related reports for billing, receiving payments for services, assisting patients with payment scheduling, filing insurance forms, and operating office machines.

Major Essential Duties

- Serves as office manager and is responsible for the daily administrative decisions within the billing office.
- Maintains records in a manner compatible with HIPAA regulations
- Maintains electronic and paper records related to patient care and financial activity of the EMS department
- Maintains a working relationship with area healthcare providers as it relates to fiscal activity
- Composes and types letters to insurance carriers in reference to contract rates
- Coordinates billing activity with contracted billing service
- Posts payments and balances accounts, prepares deposit slips, and deposits funds in bank.
- Balances deposits made with County Finance Department on a monthly basis or anytime upon request of the Hardin County Treasurer
- Contacts insurance carriers in reference to payments received that have been erroneously processed
- Performs research on all mail returns to secure a corrected address for billing
- Assists collection agency with additional billing and information
- Prepares and submits to the EMS Director, monthly report regarding the operational and financial activity of the EMS department

Minor Essential Duties

- As record custodian, answers subpoenas and requests for records for pending litigation
- Assists customers in setting up payment schedules and explains breakdown of insurance co-payments, deductibles, or reason for non-payment on account
- Types letters, memos and reports from rough drafts or other sources
- Organizes and maintains the office filing system
- Acts as a receptionist, greeting visitors to the office and as a cashier accepting payments on accounts
- Receives and makes phone calls for the EMS Director upon request
- Checks office supplies and places orders
- Accepts deliveries
- Performs general office duties

Supervisory Responsibility

Supervises the Emergency Medical Services Secretary within the EMS department.

Relationships

The Account Manager I performs duties with the EMS department, under the direct supervision of the Director of EMS.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Two or more years experience in medical billing, accounting or business administration

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and government regulations
- Ability write reports, business correspondence, and policy and procedure manuals
- Ability to make presentations on related topics to members of the management team, other team members, and public groups
- Possess strong oral, written, and listening skills
- 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

- None

Other Knowledge and/or Skills

- Operates standard office machines and computers
- Operates billing and accounting software
- Possess knowledge in accounting principals
- Possess knowledge of medical billing practices
- Communicates in a clear and distinct manner that is easily understood by the receiving party
- Maintains a calm professional demeanor under both stressful and undesirable circumstances
- Displays 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 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

Occasionally (under 1/3 of regular work day)

Stand or walk
Lift and carry a minimum of 40 pounds

Vision requirements include the ability to read reports, claims and insurance policy information.

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 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 28, 2013



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Emergency Services Secretary

May 28, 2013

**Emergency Services
Pay Grade 3**

Job Summary

The Emergency Services Secretary provides administrative and public contact support to the Emergency Services Center (Emergency Management, Emergency Medical Services, and Coroner's Office) under the direct supervision of the EMS Account Manager I.

The person holding this position is responsible for the correspondence and general clerical functions of the Emergency Services Center; therefore, must have a thorough knowledge of all aspects of clerical duties, and develop a thorough knowledge of county government operations.

Major Essential Duties

- Receives visitors to the Emergency Services Center
- Insures that all office equipment is in working order and requests necessary maintenance
- Maintains and updates EMA monthly claims
- Reviews, codes and prepares EMA, Coroner and EMS invoices for processing to the Finance Department.
- Maintains files, SOGs, office correspondence, and documents
- Prepares departmental purchase orders for EMA, Coroner and EMS.
- Maintains inventory of office and household supply items
- Maintains rosters of local officials and Emergency Services personnel.
- Receives and places outgoing telephone calls in support of office activities
- Prepares documents and plans
- Prepares monthly, annual, and specialized reports as required by county, state, and federal laws
- Prepares miscellaneous correspondence, reports, mailings
- Responds to incoming telephone calls and provides information as it pertains to EMA, Coroner and EMS
- Assists with filing and office duties for the EMS department
- Assists with filing and office duties for the Hardin County Coroner
- Prepares EMS documents for attorney's, investigative agencies and other authorized groups.
- Sorts, confirms receipt copies and forwards various EMS paperwork on a daily basis.
- Prepares daily check log for all payments received.
- Copies and collates payment information and forwards this to Account Manager.
- Processes Workers Compensation reports and claims.
- Receives calls or walk in clients in regards to EMS bills. Assists these clients with issues dealing with their accounts.

- Maintains calendar for Emergency Services Center classroom and registration lists for related training programs.

Minor Essential Duties

- Distributes public notices to media
- Supports and participates in training and exercise programs and classes
- Prepares and annually updates Title III Tab Q-7s
- Prepares mail and maintains office mail log
- Maintains the office calendar, office time, and attendance records
- Contacts facilities as necessary for information concerning SARA Title III
- Orders and receives office supplies
- Performs other duties as required

Supervisory Responsibility

- None

Relationships

The Emergency Services Secretary performs duties with the Emergency Services department and Coroner's office under the direct supervision of the Account Manager I.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent;
- Experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping

Language Skills

- Ability to respond to inquiries and/or complaints from the general public, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries

Mathematical Skills

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

Reasoning Ability

- Defines problems, collects data, establishes facts, and draw valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Valid Driver's License
- Must complete CPR training within six (6) months of employment

Other Knowledge and/or Skills

- Effective use of computers and standard office machines and posses ability to use the computer for records management, and correspondence.
- Knowledge in basic accounting principals
- Ability to communicate in a clear and distinct manner that is easily understood by the receiving party
- Ability to maintain a calm professional demeanor under both stressful and undesirable circumstances
- Ability to display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Knowledge of emergency management preparedness
- Knowledge of county government operations

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.
Reach with hands and arms
Lift and carry a minimum of 25 pounds

Occasionally (under 1/3 of regular work day)

Stand or walk
Lift and carry a minimum of 40 pounds

Vision requirements include the ability to read reports, claims and insurance policy information.

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 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:


Harry L. Berry
Hardin County Judge/Executive

Hardin County Fiscal Court Job Description

Information Technology Specialist

May 28, 2013

E-911

Pay Grade 14

Job Summary

The position of Information Technology Specialist involves administrative and technical responsibilities for Hardin County Fiscal Court activities associated with county government. The Information Technology Specialist works under the direct supervision of the E-911 Director to assist in the planning and implementation of technology throughout Hardin County Government. This position requires a basic knowledge computer hardware, software programs, and related systems.

Major Essential Duties

- Assists Department Heads in coordinating, communicating, facilitating, and executing the technology needs of their respective departments.
- Ensures the proper operations of computer systems associated with the Hardin County Fiscal Court and other county properties
- Designs information system to provide management or clients with specific data from computer storage, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities
- Develops and designs methods and procedures for collecting, organizing, interpreting, and classifying information for input into computer and retrieval of specific information from computer, utilizing knowledge of symbolic language and optical or pattern recognition principles
- Develops alternate designs to resolve problems in input, storage, and retrieval of information
- Regulates access to computer data files, monitors data file use, and updates computer security files
- Assists employees with computer technology and security
- Assists E-911 Director with IT needs associated with communication, information, and telephone systems at the Hardin County 911 Dispatch Center
- Completes IT projects involving Hardin County government, and contracted agencies
- Coordinates with other entities of government to ensure operations of IT systems
- Researches and develops strategies for growth and improved services while maintaining budget constraints for the county

Minor Essential Duties

- Attends participates, and facilitates communication on behalf of Hardin County Government at meetings involving technology matters related to the county government
- Represents the county at civic activities and community events as directed by the E-911 Director and/or Judge/Executive.

Supervisory Responsibility

None

Relationships

The Information Technology Specialist will interact under the direction of the E-911 Director.

Qualifications***Education and/or Experience***

- Graduate of a college or university with a bachelor's degree in technology information or related field
- Graduate of a college or university with an associate degree in information technology or related field supplemental by two years technology experience
- High school degree supplemented by six years of technology experience of related technical or vocational training will substitute for required experience on a year-for-year basis, up to a maximum of four years

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 present effective and persuasive presentations related topics to management, public groups, and elected officials. Strong oral, written, and listening skills are required

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals

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 possess a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Displays mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Possesses the skills in the effective use of computers and standard office machines, including a thorough knowledge of computer programs:
 - Word processing such as Microsoft Word, Spreadsheets such as Works or Excel
 - Visual presentations such as Power Point
- Possesses the knowledge necessary to access and effectively use the Internet.
- Possesses the skill necessary to manage workflow, projects, budgeting and financial management skills.
- Displays great customer service skills

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)

- Stand or walk
- Talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 25 pounds

Occasionally

(under 1/3 of regular work day)

- Sit
- Reach with hands and arms
- Drive a vehicle
- Climb, crawl or maneuver in confined spaces

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 911 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

Date Approved:

May 28, 2013



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Executive Officer

May 28, 2013

E-911

Pay Grade 12

Job Summary

The E-911 Executive Officer assists the Director in directing and managing the day-to-day activities of the Communications/Dispatch operations. The incumbent identifies, recommends, and implements improvements and changes in the 9-1-1 public safety dispatch field and ensures proficiency, uniformity, and compliance with standard operating procedures. This position requires substantial judgment and discretion. He/She also supports and assists the E-911 Director in the overall administration, management, planning, organizing, and staffing of the department and in the development, enforcement and implementation of policies, procedures and standards.

Work is performed with minimum supervision requiring sound judgment, good leadership, initiative, constructive supervisory techniques, and with considerable latitude to develop new or improved techniques and methods of obtaining effective results and overcoming unusual problems.

Major Essential Duties

- Evaluate Shift Leader/Dispatcher performance through observation, review of computer entries, and/or tape logs and provide positive feedback and constructive criticism as appropriate; and identify and recommend improvements
- Monitor performance issues and concerns and discuss notable performance or performance concerns with the E-911 Director
- Recommend, develop and implement program and policy changes relating to Communications and Dispatch operations
- Review and approve evaluations completed by trainers during introductory period
- Develop plans for achieving program objectives and operational goals, drafts, or modified procedures and guidelines as necessary to meet challenges, legal issues, and changes
- Analyze, recommend, and implement policies, procedures, and standards for department-wide application to promote the efficient and effective operation of assigned functions
- Make recommendations regarding disciplinary actions
- Oversee resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services; respond to the most sensitive, complex inquiries or service complaints with approval of the E-911 Director
- Ensure efficient operation of GIS/GPS mapping functions at E-911
- Serve as GIS/GPS Technician as required
- Provide the development, review, accuracy, currency, publication, and distribution of policy and procedures manuals, standard operating procedures (SOP's), training manuals, and related documents

- Respond, when directed, to the 9-1-1 Center in the event of disasters, catastrophic emergencies, and CAD system malfunctions

Minor Essential Duties

- Serve as Acting Director when assigned
- Demonstrate continuous efforts to improve operations and streamline work processes to provide quality service
- Perform other related duties as assigned

Supervisory Responsibility

- Supervise E-911 Dispatch Shift Leaders and the GIS/GPS Technician within the E-911 Department which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance

Relationships

The E-911 Executive Officer performs duties within the E-911 Department under the direct supervision of the E-911 Director.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Associates Degree in Law Enforcement, Business or Public Administration, or related field is preferred
- Five (5) years of progressively responsible professional/administrative work experience related to the duties and responsibilities of this position, including three (3) years of management/supervisory experience; management experience in 9-1-1 emergency communications or public safety field is desired; or any equivalent combination of related education and experience which provides the applicant with the desired skills, knowledge, and ability required
- Minimum of two (2) years emergency dispatch experience required

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 and complaints from employees, regulatory agencies, vendors and the public
- Ability to write reports and business correspondence, and policy and procedure documents

- Possess strong oral, written, and listening communication skills
- Possess a thorough understanding of and be able to communicate in the English language
- Ability to make effective presentations on complex topics to employees, public groups, business committee members, elected officials or other members of government organizations

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

- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions which serve the best interest of Hardin County and impact the areas over which authority is exerted
- Draw reasonable and logical conclusions from information which may be disjointed
- Ability to analyze situations thoroughly, identify potential problems, and find effective solutions
- Ability to apply critical thinking, problem solving, and collaborative approaches to improving program services

Certificates, Licenses, Registrations

- Must possess and maintain a valid motor vehicle operator's license
- Must have successfully completed the Basic Telecommunications Academy at the Kentucky Department of Criminal Justice Training Center at Eastern Kentucky University, Richmond, Kentucky, and complete all required annual in-service training to maintain certification within one year of hire
- Must possess NCIC/LINK certification and complete all required annual in-service training to maintain certification within one year of hire
- Must possess CPR/AED certification and complete required recertification training to maintain certification within one year of hire
- Must possess Emergency Medical Dispatch Certification (EMD) within one year of hire

Other Knowledge and/or Skills

- Knowledge of principles and practices of personnel management, including supervision, training, performance evaluation, and dispatcher training programs
- Ability to manage and accomplish multiple priorities and diverse responsibilities with a high level of accuracy
- Possess leadership qualities such as adaptability, flexibility, dependability, punctuality, and accountability through quick, effective responses to change

- Possess an ability to effectively monitor own progress and reassess change or adjust priorities
- Possess an ability to maintain a calm, professional demeanor in stressful situations and assist other staff in appropriately handling stressful situations
- Possess ability to think clearly and act promptly in emergency situations and under pressure
- Must type at a speed necessary for successful job performance and possess advanced computer skills as well as good hand-eye coordination
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

Pre-Employment Requirements

- Must submit to and pass a thorough background investigation, which may include the following:
 - Credit history
 - Morality
 - Criminal records
 - Medical records
 - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to being fingerprinted
- Must submit to a pre-employment polygraph test
- Must submit to a pre-employment psychological suitability screening
- Must submit to and pass a pre-employment drug screening test
- Must submit to and pass a pre-employment physical exam and audiogram
- Must be a citizen of the United States
- Must be 21 years of age or older

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.
Focus on computer screens

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
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 environment 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 be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must have and maintain a telephone at own expense

Date Approved:

May 28, 2013



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Operations Manager

May 28, 2013

E-911

Pay Grade 10

Job Summary

The E-911 Operations Manager is responsible for providing administrative and clerical support to the Hardin County E-911 Center. Work is performed under general supervisory guidelines and requires the use of independent judgment in the completion of assigned duties. Duties require thorough knowledge of the various operations of the E-911 Center. Work is reviewed periodically through reports, discussion, observations and achieved results.

Major Essential Duties

- Assist the Executive Officer with evaluating and verifying employee performance through the review of work techniques
- Identify staff development and training needs and coordinate training to correct job deficiencies
- Serve as the Official Records Custodian for Hardin Co. E-911
- Respond to subpoenas and testify in court regarding records related issues
- Research and process public disclosure and user agency requests for public records
- Prepare audible telephone and radio transmissions for release
- Support and assist the E-911 Director in preparation and justification of departmental budgets based on staffing, resource requirements and departmental plans, goals, and objectives
- Control expenditures within authority and assure adherence to approved budget allocations
- Maintain the Computer Aided Dispatch (CAD) system to include adding/deleting personnel upon hire or termination, maintaining sites, premises, nature codes and modules, and assigning unit numbers; work directly with the CAD vendor to troubleshoot or resolve problems or issues with the system
- Work closely with telephone companies providing ANI/ALI information and update the MSAG database as necessary
- Schedule pre-employment testing and coordinate arrangements for new employee training
- Ensure proper functioning of assigned staff; effective planning and organization of workloads, scheduling, and assignments
- Maintain employee daily attendance records and prepare bi-weekly payroll report
- Prepare, maintain and update confidential department and personnel files
- Operate a personal computer, general office equipment, or other equipment as necessary to complete essential functions to include: word processing, spreadsheets, databases, e-mail, internet, and other computer programs

- Provide the development, review, accuracy, currency, publication, and distribution of policy and procedures manuals, standard operating procedures (SOP's), training manuals, and related documents
- Keep Director and/or Executive Officer informed of significant items requiring review or action

Minor Essential Duties

- Assist in the communications area and provide backup 9-1-1 dispatch coverage when required
- Assist co-workers with tasks as needed
- Perform sensitive and confidential administrative duties for the E-911 Director
- Compose correspondence and reports; proofread and edit correspondence, reports, or other written communications
- Research, collect, analyze, and compile information for reports or other special projects and assignments
- Issue building/locker keys, uniforms, dispatch headsets, and employee ID cards and maintain receipt logs for each
- Organize and maintain a records system for storing and retrieving office files and records
- Monitor and maintain inventory of equipment and supplies; ensure availability of adequate materials to conduct work activities
- Purchase or arrange the purchase of office supplies either online, by telephone, or in person
- Perform other duties as assigned by the E-911 Director
- Perform basic maintenance of office equipment and contact repair personnel when required

Supervisory Responsibility

- Supervise the part-time Custodian within the E-911 Department
- Temporary supervisory responsibilities may be delegated to the Operations Manager in emergency situations by the E-911 Director or Executive Officer

Relationships

The E-911 Operations Manager performs duties within the E-911 Department under the direct supervision of the E-911 Director

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- College credits in related fields preferred
- Prior experience in office and administrative procedures and practices or willingness to learn said practices

- Experience in emergency service operations or emergency dispatch is preferred

Language Skills

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries
- Possess a thorough understanding of and be able to communicate in the English language

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

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret a variety of technical and instructional information
- Make decisions which serve Hardin County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess and maintain a valid motor vehicle operator's license
- Must have successfully completed, or complete within one year of employment, the Basic Telecommunications Academy at the Kentucky Department of Criminal Justice Training Center at Eastern Kentucky University, Richmond, Kentucky, and complete all required annual in-service training to maintain certification
- Must possess NCIC/LINK certification and complete all required annual in-service training to maintain certification within one year of employment
- Must possess CPR/AED certification and complete required recertification training to maintain certification within one year of employment
- Must possess Emergency Medical Dispatch Certification (EMD) within one year of employment

Other Knowledge and/or Skills

- Knowledge of office practices and administration, proper business English, punctuation, grammar and spelling.

- Ability to use mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to effectively use computers and standard office machines, including
 - Standard office computer programs for word processing such as Microsoft Word
 - Spreadsheets such as Microsoft Excel
 - Visual presentations such as Microsoft Power Point
 - Access and effectively use the Internet
- Ability to type at a speed necessary for successful job performance
- Ability to manage and accomplish multiple priorities and responsibilities with a high level of accuracy
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

Pre-Employment Requirements

- Must submit to and pass a thorough background investigation, which may include the following:
 - Credit history
 - Morality
 - Criminal records
 - Medical records
 - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to being fingerprinted
- Must submit to a pre-employment polygraph test
- Must submit to a pre-employment psychological suitability screening
- Must submit to and pass a pre-employment drug screening test
- Must submit to and pass a pre-employment physical exam and audiogram
- Must be a citizen of the United States
- Must be 18 years of age or older

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

Occasionally (under 1/3 of regular work day)
 Stand or walk
 Reach with hands and arms

Use hands to type, handle paper, etc.
Focus on computer screens

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 environment 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 be neat in appearance
- Must maintain confidentiality when required
- Must have personal integrity and remain free of felony convictions
- Must have and maintain a telephone at own expense
- Must be able and willing to work varied shifts and be available for overtime when necessary

Date Approved: *May 28, 2013*



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Certified Training Officer

May 28, 2013

E-911

Pay Grade 9

Job Summary

The purpose of the Certified Training Officer position is to oversee the planning, coordination, synchronization, and researching of training for all E-911 Dispatchers.

Major Essential Duties

Performs all major essential duties of the E-911 Dispatcher plus:

- Evaluate Shift Leader/Dispatcher performance through observation, review of computer entries, and/or tape logs and provide positive feedback and constructive criticism as appropriate; and identify and recommend improvements
- Monitor performance issues and concerns and discuss notable performance or performance concerns with the E-911 Director and/or Executive Officer
- Assist the Executive Officer and the Operations Manager in providing the development, review, accuracy, currency, publication, and distribution of policy and procedures manuals, standard operating procedures (SOP's), training manuals, and related documents
- Review doctrine pertaining to all security and safety regulations imposed on the E-911 Center
- Prepare information and decision briefings to assist the E-911 Director and Executive Officer in making training decisions
- Conduct routine inspections relating to training goals and forwards findings to E-911 Director and Executive Officer
- Assist the Operations Manager in scheduling required and/or remedial training for dispatchers
- Acts as primary instructor on all in house training events
- Assists in formulating strategic programming and planning of all training

Minor Essential Duties

Performs all minor essential duties of the E-911 Dispatcher plus:

- Participates in all programming and budget activities associated with training
- Formulates and recommends internal operating policies and procedures
- Broad knowledge of the principles and technical concepts of the training functional area as it pertains the operation of the E-911 Center
- Validates training conducted and conducts a "lesson learned" with each training session

Relationships

The E-911 Certified Training Officer performs duties within the E-911 Department under the direct supervision of the E-911 Director and the Executive Officer.

Supervisory Responsibility

- None

Qualifications

Education and Experience

- Must be a citizen of the United States
- Must be at least 18 years of age
- High school diploma or GED
- Minimum of two (2) years emergency dispatch experience required
- Previous supervisory/leadership experience desired but not required

Language Skills

- Read, write, speak, and understand the English language
- Read, analyze, interpret and relay policies, procedures, professional publications, government regulations, and legal documents
- Respond to sensitive inquiries or complaints from the general public in a mature and professional manner
- Strong oral, written, and listening skills
- Prepares reports and correspondence

Reasoning Ability

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Remains calm, shows empathy, conveys reassurance and presents a calm demeanor in spite of all factors while taking information from callers who may be excited, verbally abusive, incoherent, intoxicated, or hysterical
- Develops a sense of call interpretation and decision making/problem solving skills
- Ability to draw reasonable and logical conclusions from information that may be disjointed
- Interprets an extensive variety of complex and technical information and instructions
- Solves practical problems and deals with several abstract and concrete variables
- Makes reasonable decisions that serve the best interest of both Hardin County and its citizens

Certificates, Licenses, Registrations

- Must possess and maintain a valid motor vehicle operator's license.
- Must have successfully completed the Basic Telecommunications Academy at the Kentucky Department of Criminal Justice Training Center at Eastern Kentucky University, Richmond, Kentucky, and completed all required annual in-service training to maintain certification.
- Must complete eight (8) hours advanced telecommunications or leadership development in-service training annually
- CPR/AED Certification
- Emergency Medical Dispatch Certification (EMD)
- NCIC/LINK Certification

Other Knowledge, Skills and Abilities

Performs those of the E-911 Dispatcher and must have the ability to:

- Demonstrate leadership qualities such as adaptability, flexibility, dependability, punctuality, and accountability through quick, effective responses to change; demonstrates an ability to effectively monitor own progress and reassess change or adjust priorities
- Demonstrates an ability to remain calm in stressful situations and assist other staff to appropriately handle stressful situations
- Displays mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Reads, interprets, applies, and clearly explains rules, regulations, policies, and procedures
- Establishes and maintains effective working relationships with subordinates, co-workers, and agencies both within and outside Hardin County, and the public
- Communicates, both over the phone and radio, in a clear and distinct manner that is easily understood by the receiving party
- Manages and accomplishes multiple tasks and priorities in a timely manner including receiving and referring a high volume of telephone/radio communication in a busy and/or hectic work environment
- Maintains a calm professional demeanor under both stressful and undesirable circumstances. The Shift Supervisor must be able to think clearly and act promptly in emergencies situations and under pressure.
- Must work effectively and efficiently in a moderate to high noise level work environment
- Types at a speed necessary for successful job performance and have advanced computer skills as well as good hand-eye coordination
- Must have a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

Pre-Employment Requirements

- Must submit to and pass a thorough background investigation. This investigation may include inquiry as to credit history, morality, criminal records, medical records, and character of the applicant
- Must not have felony offense conviction or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to being fingerprinted
- Must submit to a pre-employment polygraph test
- Must submit to a pre-employment psychological suitability screening
- Must submit to and pass a pre-employment drug screening test
- Must submit to and pass a pre-employment physical exam and audiogram

Physical Requirements

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.

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.
- Focus on computer screens

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, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment and Special Requirements

- Must be able and willing to work varied shifts, weekends, holidays, and be available for overtime when necessary
- Must be a law abiding citizen of high moral character and integrity
- Must have a landline telephone or cell phone at own expense

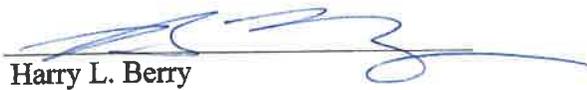
Comments

- 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

Non-Exempt

- Must be neat in appearance
- Must maintain confidentiality when required
- Must have personal integrity and remain free of felony convictions
- Must be able and willing to work varied shifts and be available for overtime when necessary
- Must have and maintain a telephone at own expense

Date Approved: *May 28, 2013*


Harry L. Berry
Hardin County Judge Executive

**Hardin County Fiscal Court
Job Description**

E-911 Dispatch Shift Leader

May 28, 2013

**E-911
Pay Grade 9**

Job Summary

Under the general direction of the E-911 Director, the Dispatch Shift Leader serves as a working supervisor. In addition to working a dispatch position, performing the full range of call taking and dispatch functions, Shift Leaders also direct and supervise subordinate staff. This position involves awareness and knowledge of all activities taking place within the E-911 Center during their assigned shift and the ultimate responsibility for the outcome of those activities. In recognition of the need to maintain high standards and morale among the dispatch staff, each Shift Leader works in close cooperation with the Director and the Executive Officer in matters pertaining to the overall improvement of all phases of the operation.

Major Essential Duties

Performs all major essential duties of the E-911 Dispatcher, plus:

- Supervises assigned staff, including assigning, advising, assisting, motivating, and training as necessary
- Evaluates shift operations through personal observation of dispatchers and recommend improvements or modifications to work practices and employee performance as appropriate
- Monitors CAD (Computer Aided Dispatch) activities at each console to ensure details are being properly handled. Randomly review computer run sheets for accuracy and to ensure details/information are being properly recorded
- Works proactively with staff to resolve performance or personnel issues at the lowest level
- Identifies issues and implements basic corrective actions including oral counseling and oral warnings. Discusses need for further corrective action with E-911 Director as appropriate.
- Documents situations which may be cause for disciplinary action and provide this information to the Director
- Instructs personnel on proper equipment usage and troubleshoots and resolves problems with equipment and systems
- Establishes and maintains cooperative and productive working relationships with co-workers and other emergency agencies using tact, patience, and courtesy
- Is knowledgeable of NCIC/LINK policies and rules and ensures all subordinates are properly trained to handle all aspects of the NCIC/LINK system
- Ensures NCIC/LINK entries are completed accurately and in a timely manner
- Interprets, applies, and explains administrative and departmental policies and procedures

- Responds, when directed, to the 9-1-1 Center in the event of disasters, catastrophic emergencies, and CAD system malfunctions

Minor Essential Duties

Performs all minor essential duties required of the E-911 Dispatcher plus:

- Ensures housekeeping duties are being carried out and that the dispatch and common areas are in a neat and orderly manner prior to shift change
- Monitors databases to ensure all are being properly maintained and updated by staff
- Demonstrates continuous effort to improve operations, streamline work process, and work cooperatively and jointly to provide quality service to other emergency agencies as well as the general public
- Performs other duties as assigned

Supervisory Responsibility

- Supervise E-911 Dispatchers in the E-911 Department which may include the following:
 - Assist with training, development and work assignment
 - Evaluate job performance

Relationships

The E-911 Dispatch Shift Leader performs duties within the E-911 Department under the direct supervision of the E-911 Director and the Executive Officer.

Qualifications

Education and Experience

- Must be a citizen of the United States
- Must be at least 18 years of age
- High school diploma or GED
- Minimum of two (2) years emergency dispatch experience required
- Previous supervisory/leadership experience desired but not required

Language Skills

- Read, write, speak, and understand the English language
- Read, analyze, interpret and relay policies, procedures, professional publications, government regulations, and legal documents
- Respond to sensitive inquiries or complaints from the general public in a mature and professional manner
- Strong oral, written, and listening skills
- Prepares reports and correspondence

Reasoning Ability

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Remains calm, shows empathy, conveys reassurance and presents a calm demeanor in spite of all factors while taking information from callers who may be excited, verbally abusive, incoherent, intoxicated, or hysterical
- Develops a sense of call interpretation and decision making/problem solving skills
- Ability to draw reasonable and logical conclusions from information that may be disjointed
- Interprets an extensive variety of complex and technical information and instructions
- Solves practical problems and deals with several abstract and concrete variables
- Makes reasonable decisions that serve the best interest of both Hardin County and its citizens

Certificates, Licenses, Registrations

- Must possess and maintain a valid motor vehicle operator's license.
- Must have successfully completed the Basic Telecommunications Academy at the Kentucky Department of Criminal Justice Training Center at Eastern Kentucky University, Richmond, Kentucky, and completed all required annual in-service training to maintain certification.
- Must complete eight (8) hours advanced telecommunications in-service training annually
- CPR/AED Certification
- Emergency Medical Dispatch Certification (EMD)
- NCIC/LINK Certification

Other Knowledge, Skills and Abilities

Performs those of the E-911 Dispatcher and must have the ability to:

- Demonstrate leadership qualities such as adaptability, flexibility, dependability, punctuality, and accountability through quick, effective responses to change; demonstrates an ability to effectively monitor own progress and reassess change or adjust priorities
- Demonstrates an ability to remain calm in stressful situations and assist other staff to appropriately handle stressful situations
- Displays mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Reads, interprets, applies, and clearly explains rules, regulations, policies, and procedures
- Establishes and maintains effective working relationships with subordinates, co-workers, and agencies both within and outside Hardin County, and the public

- Communicates, both over the phone and radio, in a clear and distinct manner that is easily understood by the receiving party
- Manages and accomplishes multiple tasks and priorities in a timely manner including receiving and referring a high volume of telephone/radio communication in a busy and/or hectic work environment
- Maintains a calm professional demeanor under both stressful and undesirable circumstances. The Shift Supervisor must be able to think clearly and act promptly in emergencies situations and under pressure.
- Must work effectively and efficiently in a moderate to high noise level work environment
- Types at a speed necessary for successful job performance and have advanced computer skills as well as good hand-eye coordination
- Must have a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

Pre-Employment Requirements

- Must submit to and pass a thorough background investigation. This investigation may include inquiry as to credit history, morality, criminal records, medical records, and character of the applicant
- Must not have felony offense conviction or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to being fingerprinted
- Must submit to a pre-employment polygraph test
- Must submit to a pre-employment psychological suitability screening
- Must submit to and pass a pre-employment drug screening test
- Must submit to and pass a pre-employment physical exam and audiogram

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.

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.
Focus on computer screens

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, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment and Special Requirements

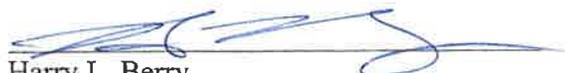
- Must be able and willing to work varied shifts, weekends, holidays, and be available for overtime when necessary
- Must be a law abiding citizen of high moral character and integrity
- Must have a landline telephone or cell phone at own expense

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 be neat in appearance
- Must maintain confidentiality when required
- Must have personal integrity and remain free of felony convictions
- Must be able and willing to work varied shifts and be available for overtime when necessary
- Must have and maintain a telephone at own expense

Date Approved:

May 28, 2013


Harry L. Berry

Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Part-Time Custodian

May 28, 2013

E-911

Pay Grade 3

Job Summary

The purpose of the position of the Custodian is to perform physical work involving the use of custodial tools under the general supervision of the office manager or department supervisor. The person holding this position must have a basic knowledge of housekeeping duties. The Custodian will perform any other jobs that may fall under this class title per the Operation Manager's directive.

Major Essential Duties

- Dust, mop, and vacuum floors
- Dust and clean desk and table tops
- Clean restrooms
- Wash windows
- Any other custodial duties deemed necessary by the or E-911 Office Manager

Minor Essential Duties

- Perform other tasks as required by Office Manager

Supervisory Responsibility

- None

Relationships

The Custodian performs duties within the E-911 Department under the supervision of the Operations Manager

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Some experience in performing delegated unsupervised work is preferred

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write occasional reports

Mathematical Skills

- None

Reasoning Ability

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

Certificates, Licenses, Registrations

- None

Other Knowledge and/or Skills

- Ability to exercise mature judgment, courtesy and tact in dealing with county employees, elected officials, and the public

Pre-Employment Requirements

- Must submit to and pass a thorough background investigation, which may include the following:
 - Credit history
 - Morality
 - Criminal records
 - Medical records
 - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to being fingerprinted
- Must be 18 years of age or older
- Must be a citizen of the United States

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)

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 of regular work day)

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

Work Environment

The work environment 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

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 be neat in appearance
- Must maintain confidentiality when required
- Must have personal integrity and remain free of felony convictions

Date Approved:

May 28, 2013



Harry L. Berry
Hardin County Judge/Executive