

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2013-122**

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:

1. Office Receptionist/Clerk

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 23 July, 2013



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

Hardin County Government Job Description

Office Receptionist/Clerk

July 23, 2013

Judge/Executive's Office

Pay Grade 3

Job Summary

The purpose of the position of Judge/Executive's Office, Receptionist/Clerk is to perform varied clerical and public contact work in the office of the County Judge/Executive under the supervision of the office manager. The person holding this position must have a thorough knowledge of all aspects of clerical duties, and develop a thorough knowledge of county government operations. The Receptionist/Clerk will perform any tasks directed by the Judge/Executive or office manager.

Major Essential Duties

- Answer telephone calls and provide information to the callers, direct to appropriate office
- Open mail daily and distribute to appropriate offices
- Post and maintain all messages received
- Order and receive office supplies
- Organize and maintain office files
- Provide required services for visitors to the office
- Prepare documents for, and witness wedding ceremonies
- Fax, mail and copy documents as necessary

Minor Essential Duties

- Operate standard office machines and fulfill necessary office errands
- Send mail and documents to be recorded or delivered at the end of each day to the appropriate offices
- Coordinate maintenance requirements and keep records of maintenance performed on county buildings
- Clock in all bids for county contracts and projects, deliver documents to Finance Department
- Assist fellow employees with tasks as needed
- Perform other tasks as required by Judge/Executive or office manager

Supervisory Responsibility

- *None*

Relationships

The Judge/Executive's Office, Receptionist/Clerk performs the duties within the Judge/Executive's Office, under the supervision of the Office Manager.

Qualifications

Education and/or Experience

- Must be at least 21 years of age.
- Must be a graduate of an accredited high school or equivalents; college credits in appropriate fields preferred.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Working knowledge of county government operations 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

Mathematical Skills

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

Reasoning Skills

- Defines problems, collects data, establishes facts, and draws 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

- 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.

- Skilled in effective use of computers and standard office machines and records management, and correspondence preparation.
- Working knowledge of standard office computer programs for word processing, spread sheets, and database management.

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)

- Sit
- Talk or hear
- Use hands to file, handle, or feel

Occasionally (under 1/3)

- 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 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 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

Date Approved:

July 23, 2013



Harry L. Berry
Hardin County Judge/Executive