


**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2013-189**

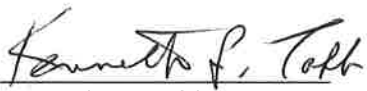
**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description:

Administration Clerk

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 20 December 2013.

  
\_\_\_\_\_  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST

  
\_\_\_\_\_  
Kenneth L. Tabb  
Hardin County Clerk

**Hardin County Fiscal Court  
Job Description**

**Administration Clerk**

*December 20, 2013*

**Detention Center**

**Pay Grade 3**

**Job Summary**

The purpose of the Administration Clerk position is to perform clerical duties for the administration of the Hardin County Detention Center.

**Major Essential Duties**

- Answer telephone calls and provide information to the callers
- Post and maintain all messages received
- Order and receive office supplies
- Organize and maintain office files
- Provide required services for visitors to the office
- Fax, mail and copy documents as necessary.

**Minor Essential Duties**

Includes attending, participating, and facilitating communication on behalf of Hardin County Detention Center at meetings involving Detention Center matters, and other duties as required.

**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 Hardin County Jailer:

- None

**Relationships**

The Administration Clerk performs duties associated with the Detention Center Facility under the supervision of the Jailer.

**Qualifications**

***Education and/or Experience***

- High School Diploma or GED
- Must be at least twenty-one (21) years of age and a working telephone at the place of residency

***Language Skills***

- Ability to communicate effectively in English – oral and written forms
- Ability to read, understand, and write in English
- Ability to follow oral and written instructions

***Mathematical Skills***

- Ability to add, subtract, and divide all units of measure, using whole numbers, common fractions and decimals.

***Reasoning Ability***

- Ability to solve problems
- Ability to define problems, collect data, establish facts, and draw a valid conclusion.

***Certificates, Licenses, Registrations***

- Must possess a valid Kentucky Driver's License
- Must pass physical and drug test

***Other Knowledge and/or Skills***

- Demonstrates leadership qualities such as adaptability, flexibility, dependability, punctuality, and accountability through quick, effective response to change.
- Ability to maintain effective working relationships with subordinates and other employees

***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 any felony offense conviction or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- 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 essential functions.

While performing duties, Administration Clerk could reasonably be expected to:

<u>Regularly (over 2/3 of a regular work day)</u>	<u>occasionally (under 1/2 of regular work day)</u>
Stand or walk	Operate a vehicle
Talk or hear	Lift and/or move over 50 pounds
Lift and/or move up to 50 pounds	
Reach with hands and arms	

Vision requirements include close, distance, color, and peripheral vision; depth perception and the ability to adjust focus within the requirements of a driver's license.

**Work Environment**

Office environment

**Comments**

Displaying positive communication, objectivity, willingness to solve problems and a Commitment to serve the County's best interests is expected. Must be neat in Appearance. Must have personal integrity and no felony convictions.

Date Approved:

Dec 20, 2013



Harry L. Berry  
Hardin County Judge/Executive