

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2014-009**

**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 within the Animal Control Department:

1. Receptionist

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 28 January 2014

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Kenneth L. Tabb  
Hardin County Clerk

## **Hardin County Fiscal Court Job Description**

### **Receptionist**

*January 28, 2014*

**Animal Control  
Pay Grade 3**

#### **Job Summary**

The purpose of the position of Animal Control Receptionist is to perform varied clerical and public contact support for the Hardin County Animal Shelter under the supervision of the Animal Control Director or the director's designee. The person holding this position is responsible for the day to day front desk duties which include; answering the phone, greeting and assisting the public as they enter the Animal Shelter and general clerical functions of the animal control shelter; therefore, must have a thorough knowledge of all aspects of clerical duties, and develop a thorough knowledge of county government operations. The Receptionist will perform any other jobs that may fall under this class title per the instructions of Animal Control Director or the director's designee.

#### **Major Essential Duties**

- Receive visitors to the animal control shelter
- Provide required services for visitors to the shelter (i.e. adopt animals and collect adoption fees)
- Respond to incoming telephone calls and provide information as it pertains to the animal control shelter and its functions
- Place outgoing telephone calls in support of office activities
- Advise local personnel in regard to county policy and procedures as appropriate
- Maintain files, SOPs, office correspondence, and documents
- Maintain records related to the issuance of licenses and fees collected
- Prepare miscellaneous correspondence, reports, mailings
- Must maintain confidentiality when required
- Assist in preparing monthly department reports for fiscal court
- Processing animal adoption applications

#### **Minor Essential Duties**

- Distribute public notices to media
- Support and participate in training, exercise programs and classes
- Maintain the office calendar, office time, and attendance records
- Order and receive office supplies
- Perform any other tasks as required by the Animal Control Director or the directors' designee

#### **Supervisory Responsibility**

- None

**Relationships**

The Animal Control Receptionist performs duties within the Animal Control Shelter under the supervision of the Animal Control Director or the director's designee.

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

- Must be a graduate of an accredited high school or equivalent;
- Must have thorough experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping; willingness to learn said procedures and practices
- Working knowledge of county government operations is preferred

***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, policy and procedure manuals, and legal documents
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication 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, percent, and draw and interpret graphs

***Reasoning Ability***

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of complex and technical information, and instructions
- Solve practical problems
- Make decisions and recommend actions to serve the county's best interests and follow the missions and objectives of the department
- Read, analyze, and interpret policies, procedures, professional publications, government regulations, payroll reports, and legal documents

***Certificates, Licenses, Registrations***

- Current Commonwealth of Kentucky driver's license

**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, Hardin County Administrative Code, 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

Date Approved:

*January 28, 2014*



Harry L. Berry  
Hardin County