

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2017-047**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, to approve revisions to the following job description within the Road Department:

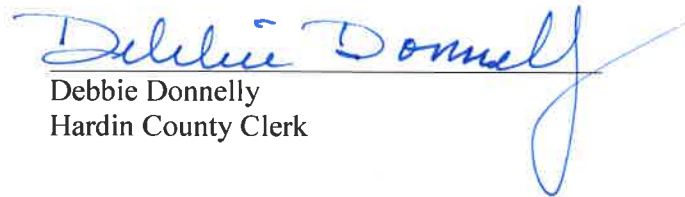
1. Office Clerk/Custodian

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 11 April 2017.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Office Clerk/Custodian

April 11, 2017

**Road
Pay Grade 3**

Job Summary

The purpose of the position of the Office Clerk/Custodian 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 Office Clerk/Custodian will perform any other jobs that may fall under this class title per the office manager's directive.

Major Essential Duties

- Answers telephone calls and maintains all messages received
- Greets and provides services to office visitors
- Dusts, mops, and vacuums floors
- Cleans restrooms
- Washes windows
- Performs various tasks as required or instructed by supervisor
- Drives light truck when required
- Assists with the installation of highway signs when required

Minor Essential Duties

- Operates standard office machines
- Performs other tasks as required by office manager or department supervisor

Supervisory Responsibility

- None

Relationships

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

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 low to 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:

April 11, 2017



Harry L. Berry
Hardin County Judge/Executive