

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2024-116**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resources and Community Support Committee, to approve revisions to the following job descriptions within the Finance Department:

1. Assistant County Treasurer
2. Occupational License Tax Coordinator
3. Human Resources Coordinator
4. Finance Officer – Accounts Payable
5. Finance Officer – Accounts Receivable

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 11 June 2024.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Assistant County Treasurer

Pay Grade 21

STATUS	
Date: June 11, 2024	Department: Finance
FLSA Status: Exempt	Reporting Authority: Treasurer/ Finance Director
Supervisory Responsibility: Finance Officer - Payroll, Finance Officer -Accounts Payable, Finance Officer – Accounts Receivable, Finance Support Officer, Staff Assistant	

Job Summary

The purpose of this position is to assist the reporting authority with all duties associated with the Finance Office, including the preparation of financial statements in accordance with government regulations and generally accepted accounting principles, and to assist in keeping records and making reports as prescribed by KRS 68.210, 68.020, 68.300, 68.360 and 66.480.

Major Essential Duties

- Assist with the administration of cash receipts ledger, check distribution ledger, appropriation ledger, general ledger, individual accounts for the funds and grants, and investment records
- Assist with depositing all the counties receipts daily
- Countersign checks
- Assist in the reconciling of all checking accounts on a monthly basis
- Prepares outgoing wire transfers for all County funds
- Schedule all federal and state tax deposits, perform quarterly tax reconciliation and filing
- Assist in the preparation of monthly, quarterly, and annual financial statements
- Assist in monitoring revenues and expenditures to assure compliance with Kentucky Department of Local Government and Kentucky Auditor of Public Accounts
- In conjunction with the County Treasurer develops and administers accounting policies and procedures
- Assist with hiring, training, development, and work assignment.
- Provide complaint and problem resolution.
- Enforce policies and procedures

Minor Essential Duties

- In conjunction with the reporting authority, develop revenue estimates and departmental budget targets to guide departments in budget preparation
- Assist with preparing budget amendments and transfers
- Assist with advertising all budget amendments
- Attend annual training presented by the Kentucky Association of County Treasurers and Finance Officers
- Assist with the preparation of documents concerning taxing rates and taxing districts
- Perform other duties which may be required concerning the financial matters of the county
- Should be a member of the Kentucky Association of County Treasurers and Finance Officers

Qualifications

Education and/or Experience

- Baccalaureate level degree from a college or university with an emphasis in accounting, finance, business or a related field, supplemented with one year of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; or
- Associates' level degree from a college with an emphasis in accounting, finance, business or a related field supplemented with three years of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; or
- Graduate of an accredited high school or equivalent and five years' experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; and
- Experience supervising employees or managing office operations; and
- Experience in the use of computers, standard office machines and standard communication devices

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, 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 effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract 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 information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- A valid Kentucky Driver's License

Other Knowledge and/or Skills

- Ability to display mature judgement, courtesy, and tact in dealing with the public, elected officials, and government employees
- Possess advanced skills in Microsoft® Word, Excel, and other computer programs for word processing, spreadsheets, and database management
- Knowledge of QuickBooks® preferable
- Knowledge of Governmental Accounting Standards Board and Generally Accepted Accounting Principles

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 type, handle papers, etc.

Occasionally (under 1/3)

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

Work Environment

The work environment characteristics described in preceding paragraphs 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
- Must be 18 years or older
- Must maintain confidentiality in all aspects of the position
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 11, 2024
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Occupational License Tax Coordinator

Pay Grade 20

STATUS	
Date: June 11, 2024	Department: Finance
FLSA Status: Exempt	Reporting Authority: Treasurer/ Finance Director
Supervisory Responsibility: Occupational License Tax Clerk	

Job Summary

The purpose of this position is to collect, process and maintain information regarding occupational tax. Assists other employees with the completion of tasks. The person holding this position must have a thorough knowledge of all aspects of bookkeeping and administrative duties, as well as a basic knowledge of how county government operates.

Major Essential Duties

- Applies knowledge of the County's occupational tax ordinance in administering the County's tax collection procedures
- Process Occupational Tax Questionnaires and issue County Tax Numbers
- Verify Net Profits License Fee Returns OL-S using tax payer Federal Tax return information
- Collect, verify, and process overpayments and underpayments to include issuing refunds or requesting payments
- Auditing tax credits and deductions to assure all payments received are lawful
- Review all Employer's Quarterly License Fee Returns
- Administer occupational tax policy to determine Nexus within the District
- Determine apportionment of adjusted business income
- Maintain confidentiality of all applicable information and documents associated with each licensee account
- Utilize, acquire and retain full knowledge of Internal Revenue Codes and Kentucky Department of Revenue laws and regulations necessary to tax compliance
- Write receipts and maintain account history as needed
- Assist businesses in filling out forms and applications
- Answers inquiries over the phone and in person regarding ordinance and regulations

- Update County website of documents and/or postings pertaining to the industrial tax district
- Develop and update all forms in applicable tax program and webpage
- Issue Occupational Tax License and register withholding and/or net profit accounts
- Conduct Industrial Tax District compliance inspections
- Manages an annual budget consisting of employee payroll and benefits, contract fees, required supplies and equipment, and other budgetary line-item essentials

Minor Essential Duties

- Provide tax information to auditors during audits
- Maintain files and spreadsheets on all Taxpayers
- Compile year-end reports as needed
- Attend workshop and classes on regulations that govern county policies and procedures

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Must possess a thorough knowledge of computers, calculators, as well as other office equipment, accounts payable, posting ledgers and office procedures and practices.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, 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 effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract 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 information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- A Valid Kentucky Driver's License

Other Knowledge and/or Skills

- Ability to operate standard office machines
- Ability to display and exercise mature judgment, courtesy and tact in dealing with county employees and public on the telephone or in person
- Must be skilled in the effective use of computers and standard office machines
- Ability to use the computer for accounts payable, records and correspondence
- Thorough knowledge of accounts payable procedures, bookkeeping, office practices and procedures is required
- Must possess the ability to manage time wisely and prioritize in a high output office environment
- Possess advanced skills in Microsoft® Word, Excel, and other computer programs for word processing, spreadsheets, and database management
- Knowledge of QuickBooks® preferable

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 type, handle papers, etc.

Occasionally (under 1/3)

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

Work Environment

The work environment characteristics described in preceding paragraphs 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
- Must be 18 years or older
- Must maintain confidentiality in all aspects of the position
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 11, 2024
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Human Resources Coordinator

Pay Grade 19

STATUS	
Date: June 11, 2024	Department: Finance
FLSA Status: Exempt	Reporting Authority: Treasurer/ Finance Director
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to ensure county policies, procedures, and programs meet legal compliance standards; and to provide support to county departments and employees in all human resources matters.

Major Essential Duties

- Manage staffing and selection processes, including job posting and advertising, recruiting, screening, interviewing, testing, and assist in the selection of employees to fill vacant positions
- Manage onboarding and off boarding processes to enhance new and departing employees experience, including conducting new employee orientations
- Coordinate, attend, and promote the County at local job fairs.
- Maintain, update, and recommend changes to Personnel Policy and Procedures Manual and ensure consistent application of these policies, programs and procedures
- Provide guidance to Department Heads and assist in development of appropriate performance management solutions
- Input new hires into payroll, timeclock, benefits, and ACA compliance systems
- Ensures planning and monitoring of employee work by assisting Department Heads to coach and discipline employees
- Assist with the development and implementation of employee programs which may include employee recognition and wellness
- Ensure compliance with Federal Fair Labor Standards Act and Kentucky Department of Labor standards
- Complete all tasks associated with Kentucky Unemployment Insurance claims including files, reviews, hearings, etc.
- Review and respond to employment verifications
- Prepare and maintain personnel resolutions for Fiscal Court

- Provide support to all employees including management and Department Heads regarding employee relations matters
- Administer and track FMLA (Family Medical Leave Act)
- Assist in negotiation, renewal, or replacement of insurance contracts at the appropriate times as necessary.
- Administer enrollment/termination of applicable benefit programs including health, dental, vision, life, for all county employees
- Prepare and Conduct open enrollment for all county employees
- Ensure Affordable Care Act (ACA) compliance including preparing and distributions 1094/1095 forms to employees & the IRS as necessary

Minor Essential Duties

- Prepare and maintain employment records related to hiring, terminations, leaves, transfers, promotions, training, medical records, and key assignment form, if applicable
- Prepare, update, and maintain job descriptions
- Assists with changes to the County's Workers' Compensation Guidelines
- Assist the Workers' Compensation Claims Coordinator
- Attend training and maintain membership in H.R. organizations such as SHRM or KHPRA
- Collect and maintain data to complete surveys, and reports, including New Hire reports, insurance bills, and Bureau Labor Statistic Reports monthly and yearly
- Administer mediation enforcement and agreements
- Maintain active and terminated personnel records in compliance with the Kentucky Department of Libraries and Archives

Qualifications

Education and/or Experience

- A Bachelor's level degree from an accredited college in human resources, business management, psychology, or like areas, supplemented with five years of experience in some aspect of human resources; or
- An Associate's level degree from an accredited college in human resources, business management, psychology, or like areas, supplemented with seven years of experience in some aspect of human resources; or
- Graduate of an accredited high school or equivalent with ten years of experience in employment, compensation, employee relations, organizational development, training, workers' compensation administration, benefits, or other human resources related area.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, 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 effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

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

- Solves practical problems while dealing with several abstract and concrete variables
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Human Resources certification preferred
- Maintain a valid Kentucky issued Driver's License

Other Knowledge and/or Skills

- Ability to display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to use the computer for correspondence, and have advanced skills in Microsoft Word, Excel, PowerPoint and Adobe Acrobat

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 type, handle papers, etc.

Occasionally (under 1/3)

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

Work Environment

The work environment characteristics described in preceding paragraphs 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
- Must be 21 years or older
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 11, 2024
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Human Resources Coordinator
June 11, 2024
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Hardin County Government

Job Description

Non-Hazardous

Finance Officer - Accounts Payable

Pay Grade 14

STATUS	
Date: June 11, 2024	Department: Finance
FLSA Status: Non-Exempt	Reporting Authority: Assistant County Treasurer
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to input, maintain, and account for payables processed through the Finance Department. Assists other employees with the completion of tasks and countersigns checks. The person holding this position must have a thorough knowledge of all aspects of accounts payables, bookkeeping and administrative duties, as well as a basic knowledge of how county government operates.

Major Essential Duties

- Compile monthly bills from all county departments and other special purpose government entities
- Maintain vendor accounts while staying in compliance with policies and procedures
- Process outgoing payments in compliance with financial policies and procedures
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Maintain files and spreadsheets on all construction and grant projects
- Review all departments' paperwork, make corrections as needed and notify appropriate parties of corrections
- Generate claims reports, utilities reports and recurring expense reports for Fiscal Court approval
- After claims approval, process and disperse checks
- File and maintain files for paid claims
- Administer requests for proposal and bidding processes for goods and services purchased by the county.
- Monitor expenditures to ensure all accounts are staying within budget allocation and assist in preparing budget transfers, cash transfers, interfund cash transfers and amendments as needed
- Create and file all 1099 NEC and 1099 MISC documents and file with IRS

Minor Essential Duties

- Assist with property, vehicle, and equipment inventories for all county departments
- Maintain property, casualty, & auto insurance records
- Provide claim information to auditors during audits
- Process vehicle registrations and transfers with the County Clerk for county owned vehicles
- Compile year-end reports and grant information as needed
- Attend workshop and classes on preparation of W-9's and 1099's, insurance, budget and other regulations that govern county policies and procedures

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- Must possess a thorough knowledge of computers, calculators, typewriters, as well as other office equipment, accounts payable, posting ledgers and office procedures and practices.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, 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 effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract 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 information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- A Valid Kentucky Driver's License

Other Knowledge and/or Skills

- Ability to display and exercise mature judgment, courtesy and tact in dealing with county employees and public on the telephone or in person
- Must be skilled in the effective use of computers and standard office machines
- Thorough knowledge of accounts payable procedures, bookkeeping, office practices and procedures is required
- Must possess the ability to manage time wisely and prioritize in a high output office environment
- Possess advanced skills in Microsoft® Word, Excel, and other computer programs for word processing, spreadsheets, 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 type, handle papers, etc.

Occasionally (under 1/3)

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

Work Environment

The work environment characteristics described in preceding paragraphs 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
- Must be 18 years or older
- Must maintain confidentiality in all aspects of the position
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

Date Approved: June 11, 2024
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Finance Officer – Accounts Receivable

Pay Grade 12

STATUS	
Date: June 11, 2024	Department: Finance
FLSA Status: Non-Exempt	Reporting Authority: Assistant County Treasurer
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipts, account reconciliation, timekeeping and payroll support. The person holding this position must have strong mathematical skills, a thorough knowledge of bookkeeping principles, time management and detail orientation, and develop a thorough knowledge of county government operations. The incumbent will perform all tasks directed by the reporting authority.

Major Essential Duties

- Support the Finance Department in optimizing financial transactions and systems by performing reconciliation of payments and revenue accounts
- Record all receipts into bookkeeping software to ensure auditor's internal controls are met
- Assist in streamlining the accounts receivable process by identifying areas for performance improvement
- Gather and verify invoices for appropriate documentation prior to receipting payment
- Pull daily ACH reporting and process interfund bank transfers
- Process bi-weekly payroll timekeeping for assigned departments
- Create export files for bi-weekly payroll from timekeeping software
- Assist end of month bank reconciliation procedures to include creating reconciliation worksheets and pulling bank statement documents
- Assist with processing health, dental, vision and life insurance programs covering employees and dependents, monthly billings, employee changes and rate changes
- Prepare monthly reconciliation of invoices for employee benefits and deductions
- Provide continuous quality control for step and grade finalized pay plan
- Verify employee new hire, change of status and termination information to include, pay rates, direct deposit, account numbers, etc.
- Maintain receivables documentation in compliance with the Kentucky Department of Libraries and Archives

Minor Essential Duties

- Assist in the W2 process
- Create new hire files and orientation packets
- Assist in monthly 1094 reporting
- Create monthly drug free workplace reporting for Safety Coordinator

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

- Graduate of an accredited college or university with an Associate's degree in office technologies, business practices, office administration, etc. with two years' experience in appropriate fields; or,
- Graduate of an accredited high school or equivalent with four years' experience in office administration, business practices; college credits in appropriate fields preferred.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.
- 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.
- Ability to speak before department sized groups.

Mathematical Skills

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

Reasoning Ability

- 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

- Valid Kentucky Drivers License

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.

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 handle, feel or type

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 in preceding paragraphs 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 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 be at least 18 years of age
- Must have personal integrity and remain free of felony convictions
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

Date Approved: June 11, 2024
Status Box Change:


Keith L. Taul
Hardin County Judge/Executive