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| <b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b><br>06/28/98:clerkbcc.doc | <b>CLASS TITLE:</b> CLERK, BOARD OF COUNTY COMMISSIONERS          | <b>CODE:</b> 62103                      |
|   | <b>MAJOR AGENCIES:</b> BCC ( BOARD OF COUNTY COMMISSIONERS- ONLY) | <b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u> |

**CLASS CONCEPT:**

Management level as clerk to County Commissioners under general managerial direction from Montgomery County Board of County Commissioners requiring thorough knowledge of proceedings of the Montgomery County Board of County Commissioners and related laws, rules and procedures in order to formulate and implement policies and procedures to perform duties outlined by Sections 305.10 and 305.11 of Revised Code, transmit decisions and/or directives from county commissioners to local agencies and general public, perform and direct performance of office staff activities. Performs the material and substantial duties of the classification more than 50% of the time.

| <b>RANK</b> | <b>JOB DUTIES</b>  | <b>MAJOR WORKER CHARACTERISTICS</b>             |
|-------------|--|---|
| 1           | <p>Formulates and implements policies and procedures in order to perform duties outlined by Sections 305.10 and 305.11 of Revised Code (i.e., records all actions and transactions of county commissioners in commission’s journal and attends all meetings of county commissioners), transmits decisions and/or directives from county commissioners to local agencies (e.g., sheriff, county engineer, county treasurer, county auditor) and general public through correspondence and/or news media, sets up meetings and assembles agenda, notifies involved parties of meetings or appointments, receives visitors and phone calls for county commissioners, establishes and releases public hearing dates, appears in court with all legal papers (e.g., annexations, sewer and water projects) requested by county prosecutor and/or county commissioners.</p> <p>(Performs Related Duties As Required)</p> | <p>N/A</p> <p>(*Developed After Employment)</p> |

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| <b>UNUSUAL WORKING CONDITIONS:</b> | <b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)<br>N/A<br><br>(Other Evidences May Be Substituted) | <b>TRAINING &amp; DEVELOPMENT:</b> |
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**CLASS CONCEPT:**

| <b>RANK</b> | <b>JOB DUTIES</b>   | <b>MAJOR WORKER CHARACTERISTICS</b>  |
|-------------|---|--------------------------------------|
| 2           | <p>Performs and/or directs performance of office staff activities for county commissioners, takes dictation, types (e.g., correspondence, memos, reports, notices, purchase orders, vouchers), proofreads typed copies for errors and makes necessary corrections, keeps commissioners appointment calendar current, files and maintains operational records (e.g., payroll, personnel records, financial statements, insurance policies).</p> <p>(Performs Related Duties As Required)</p> | <p>(*Developed After Employment)</p> |

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|------------------------------------|--|------------------------------------|