

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Number:	Name:
Class Number:	Class Title: Engineering Clerk I, II, or III

Civil Service Status: Unclassified	Dept./Div: Engineering
Employment Status: Full-time, Regular	Reports To: City Engineer
FLSA Status: Non-exempt	Supervises:
Pay: Collective Bargaining Agreement	

QUALIFICATIONS: (An example of acceptable qualifications)

Completion of secondary education and experience which indicates a knowledge of bookkeeping and office practices and procedures and a demonstrable skill in typing.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: organizational goals and objectives; office practices and procedures; English grammar and spelling; office equipment operation; public relations; budgeting; accounting; organizational policies and procedures; records preparation and management.

Skill in: data processing techniques and procedures; word processing; typing; shorthand and/or speed writing; use of modern office equipment.

Ability to: prepare accurate documentation; gather, collate, and classify information about data, people, or things; handle sensitive inquiries from and contacts with officials and general public; prepare routine correspondence; communicate effectively; answer routine telephone inquiries; calculate fractions, decimals, and percentages; apply principles to solve practical, everyday problems; maintain records according to established procedures; proofread technical materials, recognize errors, and make corrections; complete routine forms; respond to routine inquiries from public and/or officials.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

(1) Read, copy and record figures accurately; compile and prepare reports; performs financial transactions; analyzes and interprets financial records and reports and makes recommendations; gathers, compiles, and

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calculates financial and statistical data; reviews, verifies, and corrects accounting reports and documents; monitors assigned budgets to ensure expenditures do not exceed allocations; reconciles payments with stubs, tapes, and/or cash; reconciles financial information; deposits receipts; balances cash drawer; receives and counts money and makes change; prepares purchase orders, receipts, customer bills or invoices, pay-ins or deposit slips, requisitions, checks, vouchers; verifies that checks agree with vouchers.

(2) Organizes training classes for all city personnel for CPR annually, first aid every 3 years, and hearing tests; keeps accurate record of each employee's participation each year; evaluates the effectiveness of training programs.

(3) Gathers, compiles and calculates financial data; balances incoming money for zoning; prepares monthly zoning report and sends report to Federal Housing; enters data into computer; handles sensitive inquires from public.

(4) Prepares and maintains various miscellaneous records; prepares and maintains information of a confidential or sensitive nature; maintains billing records, board of control book, and purchase orders according to established procedures; prepares periodic reports for external agencies; prepares, indexes, and files assigned records and documents; issues permits for single or multi-family residences, businesses, etc. (building permits); sends out miscellaneous billings on computer system; keeps a record of all outstanding purchase orders.

(5) Provides administrative support to supervisors; completes or assists with completion of special projects or assignments; gathers and compiles routine data for preparation of and prepares routine reports.

(6) Performs all secretarial duties; handles matters of a confidential or sensitive nature; composes routine correspondence for signature; arranges meetings, conferences, and organizational events; makes travel arrangements; arranges appointments and schedules; ensures proper maintenance and repair of equipment; orders office supplies; takes and transcribes dictation; receives, sorts, and distributes mail.

(7) Answers incoming calls; transfers calls out in the field; performs public relations activities; transmits decisions and directives to involved parties; routes routine information and documents to appropriate personnel; answers telephone, directs calls, and responds to inquiries and complaints; provides general information to public; greets and screens persons entering office; assists customers with filling out building permits.

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(8) Operates computer terminal to enter, change, delete, produce, or verify information; confers with appropriate officials/agencies to clarify or confirm data; reviews, verifies, and edits data to be input; reviews records and reports generated by computer to ensure accuracy and consistency; maintains security of data (e.g., performs proper back-up and storage procedures, etc.).

(9) Performs related clerical activities; prepares form letters; updates organizational records; contacts appropriate parties to verify received information; reviews documents for accuracy and completeness; assists public with completion of forms; counts, sorts, collates, and arranges documents for typing or copying; verifies receipt of documents; distributes documents to appropriate personnel; operates copy machine to reproduce documents.

(10) Operates computer and typewriter to prepare variety of material from rough draft, recording, or instruction (e.g., information of confidential or sensitive nature, lengthy, or complex technical documents requiring knowledge of specific department terminology, correspondence, reports, records, labels, envelopes, cards and/or routine forms, etc.); proofreads typed documents and makes necessary corrections; proofreads variety of documents from various personnel.

(11) Maintains facility, equipment, and supplies; procures services, equipment, and supplies; maintains inventory of equipment and supplies; oversees preventative maintenance and repair of facility and equipment; prepares purchase orders; requisitions needed supplies/equipment.

OTHER DUTIES AND RESPONSIBILITIES:

(1) Performs other job related duties as necessary.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Computer, adding machine, printer, burster, postal machine, copy machine, facsimile, telephone, typewriter, blueprint machine, large format, scanner, postal meter.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

(For purposes of O.R.C. 4167)

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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