

OTTAWA COUNTY POSITION POSTING

Job Title:	Receptionist/Resource Clerk
Reports to:	County Administrator/Clerk
Job Status:	Classified, FLSA Non-Exempt, Full Time (35 hrs wk)
Salary Range:	\$13.00 - \$15.00 per hour

Job Summary

The Receptionist/Resource Clerk will: assist the public, answer the switchboard, coordinate incoming and outgoing mail, and maintain mailing machine equipment & appropriate funds for processing; directly responsible for County annual reports, updates of telephone directories and schedules use of conference rooms. Update the public using social media outlets to increase awareness of County activities and assist in the update of the Commissioners website as well as scheduling various meetings. Perform clerical duties for Commissioners Office, Human Resources Director and Facilities Superintendent.

Essential Knowledge, Abilities and Skills, Education

- High School Graduate or equivalent
- Must have good computer skills, data entry and telephone communication skills
- Must have the knowledge to use social media outlets including but not limited to Facebook, Twitter, LinkedIn, Instagram and YouTube.
- Must have the ability to communicate effectively and interact with the general public
- Must have knowledge of office practices and procedures, spelling and grammar and basic math skills
- Must be able to manage confidential documents and information

Preferred Qualifications: Two years' experience in an office setting assigned clerical duties; one-year experience answering a multiple line telephone system; experience with postage mailing machines and USPS mailing services; excellent skills in Microsoft Office programs and WordPress software. Experience with social media outlets and ability to create newsletters. Experience with assisting first aid, CPR and use of AED is beneficial.

Essential Functions of the Position

1. Pleasantly greets the public and directs them to the proper office.
2. Answers switchboard and directs callers to the proper office.
3. Coordinates and works with security on any issues of potential concern.
4. Update county offices telephone directory and department bulletin board as well as other directories as requested.
5. Post courthouse holiday closing notices.
6. Responsible for emergency and/or drill notifications over PA system and telephone system to employees and visitors.
7. Update auto attendant information for departments.
8. Daily distribute all incoming mail to courthouse offices.
9. Log incoming mail and distribute Commissioners Office mail, coordinating date folders.
10. Operate mail machine to disburse all courthouse outgoing mail.
11. Order supplies and request funds for postage meter.

12. Assist with replacement of postage equipment and communicating any postage changes to county offices. Assist departments with electronic certified mail.
13. Coordinate and prepare update of county annual report and submit for publishing.
14. Assist department heads in obtaining motor vehicle reports
15. Assist with scheduling employees for training sessions and wellness events
16. Assist with employee leave request forms; and other office calendar events.
17. Assist Facilities Superintendent with typing, copying data, complies records/reports and scans/emails data as requested. Informs maintenance staff of elevator malfunctions.
18. Schedules daily use of conference rooms as needed
19. Update of courthouse information brochure
20. Update the public using social media outlets to increase awareness of county activities and assist in the update of the Commissioners website
21. Other duties as assigned.

Job Location

Work is performed at the Courthouse.

Equipment Used

Computer, typewriter, calculator, copy machine, fax, scanner, multi-line switchboard, PA system, and postage mailing machine.

Critical Skills/Expertise

Effective communication skills, knowledge of Microsoft Office programs, use of social media platforms; possess accurate data entry skills, ability to maintain confidential documents and information, dependable and honest; able to self-direct daily work load; a team player.

Other Responsibilities

Other related functions and responsibilities as designated by the County Administrator/Clerk, Human Resource Director, and Facilities Superintendent. Assist with first aid, CPR, and/or AED if needed.

Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATION INSTRUCTIONS:

Applications are available to be picked up at the County Courthouse – 315 Madison St. Port Clinton. They can also be downloaded at <https://www.co.ottawa.oh.us/index.php/employment/>. Completed applications should be returned in-person to the Courthouse, faxed to 419-734-6885 or emailed to mish@co.ottawa.oh.us

Deadline to Apply is March 20, 2020.