

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Seasonal Administrative Coordinator
Class Number: Temporary Position	Class Title: Seasonal Employee
Dept./Div.: Administrative	Employment Status: Temporary Seasonal/Part-time
Reports to: Fiscal Officer/Supervisory Seasonal	FLSA Status: Non-exempt
Normal Hours: 8:00 a.m. – 4:30 p.m.	EEO Status: 06 – Administrative Support
Civil Service Status: Unclassified	

CLASS DESCRIPTION:

Under the general supervision of the Administrative Department, assists and supports the administrative staff in the completion of front desk and reception tasks.

QUALIFICATIONS:

An example of acceptable qualifications:

Full time post-secondary student working toward the completion of a college degree; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

Personal computer, applicable computer software, printer, copy machine, scanner, telephone, fax machine, typewriter, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; ascends and/or descends ladders and/or stairs; has to work irregular hours.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

- 45% (1) Answering phone calls, writing up word orders, transferring phone calls to appropriate co-workers.
- (2) Performs a variety of clerical tasks related to account clerk activities including, but not limited to, filing invoices and vouchers and coding invoices, receipts, vouchers, or other accounting documents.
- 30% (3) Performs a variety of noncomplex, general clerical, typing, and/or office support duties in relation to proposals for materials.

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- 15% (4) Performs routine administrative tasks (e.g. open, retrieve, and sort mail; etc.). Maintains Required licensures, certification, and continuing education requirements, if any.
- (5) Assists the Finance and Human Resource Coordinator and Administrator with general human resource work duties.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 10% (8) Performs other related duties as assigned.
- (9) Attends staff meetings as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; work place safety; office practices and procedures; English grammar and spelling; basic accounting; records management; real estate and manufactured home park taxation.

Skill in: Extremely organized and superb attention to detail; exceptionally strong writing skills, emphasis on quick, succinct, well-written, grammatically accurate product; willingness to take on new challenges, pursue self-development and self-directed learning; strong speaking skills; professional demeanor in communicating in person, email or over the phone; excellent interpersonal skills and demonstrated active listening skills; passion for service to public; positive can-do attitude; professional work ethic and ability to manage information and confidentiality; a demonstrated ability to work independently, meet concurrent deadlines, organize time, and priorities; proficient of all Microsoft Office applications, especially Outlook, Word, Excel, and PowerPoint.

Ability to: Carry out instructions in written, oral, or picture form; deal problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; maintain records according to established procedures; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; perform job safely.

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POSITIONS DIRECTLY SUPERVISED: None

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)