



WARREN COUNTY ENGINEER'S OFFICE
WARREN COUNTY, OHIO
210 W. Main St., Lebanon, Ohio 45036

WARREN COUNTY ENGINEER'S OFFICE

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: HIGHWAY DEPARTMENT CLERK
DEPARTMENT: WARREN COUNTY ENGINEER
PAY RANGE: \$ 20.00 TO \$22.00 PER HOUR
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN FOURTEEN (14) CONSECUTIVE
CALENDAR DAYS, BEGINNING NOVEMBER 3, 2022

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
BOBBI.APKING@CO.WARREN.OH.US. PLEASE CONTACT BOBBI APKING WITH
QUESTIONS AT: 513-695-3305.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. THIS
POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND A BACKGROUND
CHECK. (BCI)

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY ENGINEER'S
POSITION DESCRIPTION**

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Position Title: Highway Department Clerk

Department:	Engineer's Highway Dept	FLSA Status:	Non-exempt
Reports To:	Deputy of Operations	Civil Service Status:	Classified
Pay Range:	\$20 to \$22 per hour	Employment Status:	Full-time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:			

JOB RESPONSIBILITIES:

Under regular supervision performs technical and clerical duties. Clerical duties include: preparing daily assignment worksheets, maintain fuel usage records, receives and directs visitors and messages; operates office equipment; maintains various records. Technical duties include: maintain records using computer based inventory.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Minimum education of high school diploma or its equivalent. Training and/or work experience which evidences a novice knowledge of office practices and procedures. Professional attitude towards work.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid State of Ohio driver's license.

ESSENTIAL FUNCTIONS:

1. Assists in all aspects of the stockroom (e.g., releasing tools and hand-held equipment in the morning to work crews; collecting the return of tools and hand-held equipment in the afternoon from work crews; inventorying tools and hand-held equipment and notifying Deputy of Operations of damage, repair, or replacement, etc.).
2. Assists in all aspects of spare parts stockroom operations (e.g., release of parts to garage mechanic's or other authorized personnel, placement of orders for maintenance of spare parts inventory, etc.); provides inventory cost price lists of all merchandise in stock.

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3. Prepares daily assignment work sheets, fuel tickets, and complaint sheets.
4. Maintains fuel usage records, monitors fuel storage amounts, and orders fuel as required.
5. Assists payroll personnel with collection and calculation of time cards for employees in Highway Operations.
6. Handles radio communications with work crews (e.g. periodic time checks, requests for repairs, etc.).
7. Performs Highway Department duties as needed.
8. Contacts the Ohio Department of Transportation to report road or sign trouble.
9. Respond to complaints from citizens and monitors a log of how complaints are handled.
10. Drives County owned vehicle to obtain replacement parts and deliver damaged parts and equipment.
11. Follows all Engineer's safety policies and procedures.
12. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: inventory control; data processing techniques and procedures; data security; engineer's goals and objectives; engineer's policies and procedures; safety practices and procedures; records management; workplace safety.

Skill in: Computer, various tools and equipment*, communication equipment*, telephone.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

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The employee must negotiate, use, or work with or in the vicinity of:

1. Emergency plans for evacuation purposes.
2. Fire plans for prevention of fire hazards.
3. The handling of materials and supplies.
4. Hazardous chemicals.
5. Diesel exhaust.
6. Heavy construction and highway maintenance equipment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbents. My (employee) signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:

Date Revised:

Position Title: Highway Department Clerk