

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 02/04/2025

Response Deadline: 02/14/2025

Agency: Butler County – Board of Commissioners	Job Title: Clerk to the Board
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$55,764.80 - \$76,377.60
Work Location: 315 High Street, Hamilton, OH	Hours of Work: M-F 8:00a – 4:30p

ESSENTIAL FUNCTIONS:

- (1) Maintain the full, legal records of the proceedings of the Board of County Commissioners and a general index of such proceedings, including electronic records; oversee the drafting and preparation of Commission agendas and resolutions through legislative management and/or document management systems solutions, ensuring completeness and accuracy; prepare and process documents resulting from or relating to the adoption of resolutions or proceedings of Board meetings; and attend all regular and special meetings of the Board.
- (2) Prepare required legal and public notices and certify resolutions or other codified actions of the Board of Commissioners as needed, including but not limited to prepare closing documents for financial notes and bonds and forward to County Auditor for final execution; process petitions for Ditches, Annexations, road vacations and other statutory processes as authorized by a board of county commissioners; and process performance and sidewalk bonds.
- (3) Contribute to the collaborative efforts of the administrative office functions; and assist with clerical functions and support as needed.
- (4) Assist the County Administrator with clerical support in processing the weekly Board meeting agendas and follow-up tasks caused by codified or authorized action at the weekly Board meeting; and special projects as directed by the Commission or County Administrator.
- (5) Supervise Deputy Clerk in performance of duties.
- (6) Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Demonstrates regular and predictable attendance.
- (2) Performs other related duties as required.

REQUIRED QUALIFICATIONS:

- High School diploma and/or some college or paralegal coursework completed; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Must maintain certification as a notary public in the State of Ohio.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: government structure; County policies and procedures; office practices and procedures; English grammar and spelling; effective supervision of employees.

Skill in: preparation of accurate and error-free documents via word processing and special resolutions software; proofreading; document organization, storage, and retention.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; maintain accurate and complete records; write and type accurately; read, copy, and record figures accurately; interpret and carry out instructions from a variety of sources; handle sensitive public inquiries in confidence; develop and maintain effective working relationships.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or email to resumes@bcOhio.gov
Please indicate Job Title in subject line.

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER