

# EXHIBIT "A"

## MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Assistant Clerk of Council
<b>Class Number:</b>	111141	<b>Class Title:</b>	Assistant Clerk of Council
<b>Dept./Div.:</b>	Legislative	<b>Employment Status:</b>	Part-time
<b>Reports to:</b>	Council	<b>FLSA Status; Pay:</b>	Nonexempt
<b>Normal Hours:</b>	Varies	<b>EEO Status:</b>	06 – Administrative Support
<b>DOT (closest applicable number):</b> 243.367-018			

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent; course work in business administration or office secretarial sciences preferred; one (1) to three (3) years experience in office administration or related field; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Notary Public

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

Personal computer, computer software (e.g., Microsoft Office, Adobe, etc.), printer, copy machine, fax machine, 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.); has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less.

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:

- 65% (1) Assist with, or prepares draft legislation and weekly council/committee meeting agendas; publishes ordinances and resolutions; issues public hearing notices; assists with and distributes the annual codification update; transcribes minutes.
- 25% (2) As assigned, acts as Council's designee for public records requests; acts as liaison with other departments and the public between Council; prepares and files documentation and correspondence in accordance with established procedures; serves as legal assistant to Director of Law with respect to municipal matters; answers phones.
- 10% (3) May serve as Secretary for other boards and committees as required by Council and prescribed by Charter.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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(4) Maintains contact with the general public and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(5) Maintains required licensures and certification.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

(8) Acts as Deputy Clerk of Courts in the absence of the Clerk of Courts.

**OTHER DUTIES AND RESPONSIBILITIES:**

(9) Performs other related duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** legislation; \*municipal laws and ordinances; \*municipal goals and objectives; \*municipal policies and procedures; government structure and process; public records laws; office practices and procedures; English grammar and spelling; records management; \*personnel rules; workplace safety practices and procedures.

**Skill in:** data entry; word processing; computer operation; use of modern office equipment; motor vehicle operation.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; travel to and gain access to work site.

**POSITIONS DIRECTLY SUPERVISED:**

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(Signature of Municipality Representative)

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(Date)

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(Signature of Employee)

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(Date)