



FRANKLIN COUNTY
BOARD OF COMMISSIONERS
373 South High Street, 26th Floor
Columbus, Ohio 43215

JOB ANNOUNCEMENT

POSITION TITLE: Clerk to Board of Commissioners (Unclassified) **PCN:** 011006

REPORTS TO: Deputy County Administrator **P.R.:** N18

RESPONSIBILITIES: Receive and review resolutions and supporting materials including contracts, agreements and Memorandums of Understanding for consideration by the Board of Commissioners. Review all documentation for content, spelling, and format. Organize all resolutions into the agenda. Distribute agenda to County officials, directors, staff, and others. Prepare and obtain approval for Weekly Agenda. Attend Board of Commissioners meetings, record the votes, prepare and distribute meeting minutes. Circulate and track support materials for approval and signature by the Board of Commissioners. Copy, scan, and distribute completed resolution back-up materials. Compose and prepare appointment letters. Respond to records requests. Answer phone calls and respond to general Board questions.

Serve as Records Commission Secretary. Schedule semi-annual meeting with elected officials and coordinate meeting dates. Attend and record meetings, prepare minutes and submit approved disposal schedules to Auditor of State. Work with bond counsel to schedule, prepare and submit bond resolutions. Issue veteran burial permits. Prepare and mail letters of annexation to be heard by the Board.

MINIMUM QUALIFICATIONS: Associate's degree in business administration, office administration or related field with five (5) years of administrative or related experience; or any equivalent combination of training and experience. Must maintain Notary Public License. Experience as a paralegal is preferred.

STARTING SALARY: \$57,553.60/annually, plus a comprehensive benefit package.

DATE POSTED: September 25, 2015

DEADLINE TO APPLY: Until position is filled

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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