

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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8. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
10. Maintains ability to be bonded.

OTHER DUTIES AND RESPONSIBILITIES:

1. Remains informed of current developments and procedures pertinent to duties; may be required to attend workshops, meetings, or seminars related to duties performed.
2. Performs any other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: village policies and procedures; department goals and objectives*; department policies and procedures*; bookkeeping; basic accounting; basic office practices and procedures; public relations; records management.

skill in: computer operation (e.g., Microsoft Word, Excel, Outlook, etc.); data entry; modern office equipment; typing, word processing.

Ability to: prepare accurate documentation; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; prepare routine correspondence; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; collect, record, and receipt money; respond to routine inquiries from public and/or officials; maintain confidentiality; resolve complaints.

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

Modern office equipment including a computer, calculator, typewriter, copier, and printer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

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

1. Handling of materials and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)

Developed by:

Date Adopted: 12/21/06

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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- . Air contaminants.

- 3. Hazardous chemicals commonly found in an office environment.

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GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. May occasionally encounter hostility from the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: 12/21/06
Date Revised:

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