



WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Jonathan Hofstetter ★ Ron Amstutz

JOB ANNOUNCEMENT

Clerk of the Board of the Wayne County Commissioners

Job Stability! ● Great Benefits! ● Great Retirement System! ● Great Team!

Would you like to have a consistent Monday through Friday schedule, plus work for a place that serves the public, has job stability, great benefits, great retirement system and a great team to work with? Would you like to have 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year)? If so, Wayne County is the place! The Wayne County Commissioners are currently accepting employment applications for the full-time position of Clerk of the Board. This position will report to the County Administrator.

The duties include, but are not limited to, the following:

- **COMMISSIONER PUBLIC MEETINGS:** Oversee, manage, and prepare the weekly business meeting of the Commissioners, reviewing the appropriate ORC to confirm compliance with its requirements, attending Commissioners' weekly business meeting, processing and recording contracts and other items approved at meetings.
- **ANNEXATIONS:** Oversee all County annexations received, including but not limited to, processing, notifying appropriate individuals, scheduling hearings, sending mailings, completing resolutions.
- **BOARD APPOINTMENTS:** Oversee, maintain, review, and process Board appointments, which also includes notification to and coordination with the Board, advertising, collection of applications, and scheduling of interviews.
- **MEETING COORDINATION:** Schedule appointments, meetings, trainings, etc. for the Board and County Administrator.
- **PUBLIC RECORD REQUESTS:** Handle and process all incoming Public Record requests; oversee and annually evaluate Public Record requests for all Commissioner offices to ensure compliance and thoroughness.
- **RECORD RETENTIONS:** Maintain, update, and distribute Record Retention Master; oversee and process RC forms; maintain document storage location by organizing, disposing, and scheduling for microfilm any records due for disposal/permanent retention; attend Record Commission meetings.
- **COPIERS/PRINTERS:** Research, request, and review quotes, and make recommendations; maintain spreadsheet/listing; check rates for invoices and process for payment; update information into electronic system.
- **VEHICLES:** Maintain electronic spreadsheet of County vehicles; apply license plates; transfer vehicle titles; distribute recall notices; verify mileage and distribute auto insurance certificates; update information into electronic system.
- **OFFICE SUPPORT:** Serve as second person to answer phones and greet visitors; serve as backup for Administrative Secretary; serve as backup for sewer payments, customer service calls, and other sewer-related duties.

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to waynecountyhr@wayneohio.org. Or drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Olivia Endsley. Questions? Call 330-287-5497.

Posted 11/15/23. Deadline to apply: 12/6/23.

Wayne County is an Equal Opportunity Employer

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407

commissioners@wayneohio.org

We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age