



Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

June 24, 2021

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Sanitation & Streets Department**.

Account Clerk II – It is a full-time position with a starting hourly rate of \$15.79. This is a floater position that will cover for other Account Clerk II vacancies in various departments, as needed, due to sick leave or vacation. A job description is attached.

Note: - Must be proficient with Microsoft Office products.

- Must be organized and have excellent customer service skills.

- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Friday, June 25, 2021 at 8:00 am

Application Closing Date/Time: Friday, July 9, 2021 at 1:00 pm

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor

- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil
City of Marion

Attachment

cc: Committee Members	Public Works Director	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title:	Account Clerk II
Department:	Sanitation & Streets Departments
Reports To:	Service-Sanitation Superintendent
FLSA Status:	Non-Exempt USWA-2A Grade 18
Prepared By:	H. R.
Prepared Date:	5-09-08

SUMMARY: Responsible to the Service-Sanitation Superintendent for performing clearly defined clerical and administrative detail work accurately and timely to assure efficient operation of the office. Works independently without direct supervision most of the time; keeps supervisors informed of any problems. Receives detailed instructions on all new assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Picks up, opens, reads and routes or distributes incoming mail.
- Searches files, locates and retrieves information, attaches to correspondence to be answered by supervisor.
- Composes and prepares routine correspondence; Prepares outgoing mail, including e-mail and faxes.
- Organizes and maintains file system, and files correspondence, reports, records, cards, and other documents.
- Copies, alphabetizes, collates, codes, sorts, staples, and types forms, correspondence and other documents.
- Answers and screens telephone calls; Greets visitors; handles inquiries/complaints; dispatches personnel or refers to appropriate office for resolution.
- Conducts research, and compiles and types statistical reports.
- Coordinates/arranges meetings, prepares agendas, reserves and prepares facilities; records and transcribes minutes of meetings.
- Orders and maintains supplies; arranges for equipment maintenance.
- Operates 2-way Radio system; monitors for location of/assistance to crews; dispatches as needed.
- Schedules Special Sanitation pick-up and special dumpster rental; receives monies for same; counts for accuracy and issues receipts.
- Initiates Purchase Orders for Services, Sanitation, Landfill, and Recycling; prepares follow-up Vouchers for payment of Invoices.
- Audits time cards; enters appropriate hours worked to Payroll Summary.
- Follows all Work and Safety Rules and Regulations.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required; formal training in accounting, bookkeeping or secretarial courses, including training in use of all types of office equipment preferred. Any combination of experience and training which provides the required knowledge, skill and ability may be considered. Tests may be used to determine acceptable knowledge, skill and ability.

Language Skills: Ability to read and comprehend written vocabulary, recognize grammatical/spelling errors; record figures accurately; interpret documents such as safety rules, operating and maintenance instructions, procedure manuals. Ability to: write routine reports and correspondence; speak effectively with supervisors, officials, other employees and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form; define problems, collect data, draw conclusions and deal with problems.

Computer Skills: Should have knowledge of and proficient use of the Internet, Spreadsheet, Accounting and Word Processing software.

Certificates, Licenses, Registrations: Certification of training in accounting, bookkeeping and secretarial skills preferred.

Other Skills and Abilities: Some familiarity with codified ordinances of the City of Marion related to sanitation services and charges; some knowledge of bookkeeping, accounting, office procedures and practices. Good knowledge of: Sanitation and Recycling routing, operations and procedures; Service Department operations (who to contact, etc.). Above average accurate speed with typing, word processing, personal computer and calculator skills. Ability to: handle inquiries and complaints from public or officials courteously and accurately; promote goodwill for the City and Departments by maintaining friendly atmosphere and good working relationships with others.

Other Qualifications: Clerical experience with the City, including accounting or bookkeeping duties of at least Account Clerk I preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell; lift and/or move up to 25 pounds. Specific vision abilities required include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. Noise level usually quiet to moderate.