



COUNTY OF HAMILTON  
OFFICE OF THE COUNTY ENGINEER

June 20, 2012

Notice to all Employees and the Public  
**JOB OPENING**

**JOB TITLE:** Account Clerk I (1 position)  
**LOCATION:** 138 E. COURT ST., RM 700, CINCINNATI, OH 45202  
**SALARY:** \$1,336.80 biweekly (Pay Range 8)  
Normal working hours for this position is forty (40) hours per week.  
**LAST DAY TO APPLY:** Thursday July 5, 2012 at 4:00 p.m.  
**ADDRESS TO APPLY:** 138 E. COURT ST., RM 700, CINCINNATI, OH 45202

<b>MINIMUM QUALIFICATIONS:</b>	High School Diploma or GED with college-level coursework in bookkeeping and office practices and procedures; or equivalent combinations of training and/or experience which evidences a basic knowledge of bookkeeping and office practices and procedures; may be required to be bonded.
<b>JOB DUTIES:</b>	Posts accounting data to ledgers, journals, books or other bookkeeping instrument (e.g., posts income, expenditures, accounts payable, accounts receivable, warrants, payroll, etc.); may balance accounts; prepare pay-ins, invoices, requisitions, purchase orders, checks, receipts, and/or other accounting documents. Prepares and maintains related files and records, retrieves files and compiles data as requested; prepares financial and/or statistical reports; may provide input into development or budget. Performs various clerical duties (e.g., types envelopes, correspondence, records, permits and other documents; may take and transcribe dictation; answer incoming telephone calls and respond to inquiries from general public, county officials and employees; sorts, copies, files and/or distributes documents; stuffs envelopes and prepares envelopes for mailing; sorts and delivers mail; accepts fees and issues permits to general public); assists coworkers as work load dictates. Meets with delinquent taxpayers to enter into contracts for payment of taxes; obtains written and signed agreement for payment of taxes; enters necessary information into computer.  <b>NOTE:</b> The incumbent may be required to be on call 24 hours a day, as necessary.

**FOR CURRENT COUNTY ENGINEER EMPLOYEES: COMPENSATION WHEN PROMOTED OR RECLASSIFIED INTO A HIGHER CLASSIFICATION** When an employee is promoted or reclassified into a higher classification with a higher pay range, the rate of compensation within the new pay range will be fixed at a step that will afford an **approximate** four percent (4%) increase in annual pay. No increase shall exceed the maximum step of the pay range assigned to the position. Promotions will be based upon the ability of the employee to perform the job, the overall record of the employee, seniority within classification and the employee's previous performance evaluations. WRITTEN REQUESTED TRANSFERS WILL BE CONSIDERED.

THEODORE B. HUBBARD, P.E.-P.S.  
HAMILTON COUNTY ENGINEER