



**Affirmative Action Committee**  
Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

November 8, 2022

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Water Pollution Control Department**.

**Clerk - Secretary** – This is a full-time, non-exempt position with a starting pay rate of \$16.15/hour, with an increase after 90 days and upon completing a successful 15-month probationary period. Highlighted duties of the hiring requirements for this position are listed below with a full job description attached.

- Note:** - Must be proficient with Microsoft Office products, have excellent customer service skills, and some general accounting experience is preferred.
- Duties include serving as administrative assistant to the Plant Superintendent; answering phones and general questions; processing invoices for the department; preparing time sheets for payroll; other duties as assigned.
  - 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: Wednesday, November 9, 2022 at 8:00 am  
Application Closing Date/Time: UNTIL FILLED  
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
- OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

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

A handwritten signature in black ink that reads "Janell O'Neil".

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**  
**Job Description**

**Job Title:** CLERK - SECRETARY  
**Department:** WATER POLLUTION CONTROL (WPC)  
**Reports To:** WPC SUPERINTENDENT  
**FLSA Status:** Non-exempt USW Grade 18  
**Prepared By:** H.R.  
**Prepared Date:** 09-10-12  
**Approved By:**  
**Approved Date:**

**SUMMARY:** This is responsible clerical work involving performance of a number of varied clerical tasks and requires the exercise of judgment in the application of prescribed procedures and methods to routine matters. While performing the duties the employee may work in close or general supervision depending upon the nature of the assignment.

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

- Prepares replies to correspondence in accordance with established procedures.
- Reads and routes incoming mail, assembles files and other materials to facilitate replies.
- Prepares and types requisitions for the purchase of supplies and equipment.
- Sorts, indexes, and files materials alphabetically, numerically and geographically.
- Types letters, purchase orders, activity schedules, news releases, etc.
- Prepares payroll, keeps record of attendance, overtime, sick leave, etc.
- Issues licenses or permits and collects fees.
- Serves as receptionist, answers telephone and gives general information in response to inquiries.
- Coordinates Supervisor's schedule, makes appointments and arranges meetings; prepares agendas, reserves and prepares facilities, records and transcribes minutes of meetings.
- Prepares various types of official reports, studies, and correspondence.
- Operates many types of office equipment.
- Performs other duties as assigned.
- Follows all appropriate work and safety rules and regulations.

**SUPERVISORY RESPONSIBILITIES**

This job may supervise Account Clerk I.

**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) with experience and/or training in typing and word processing, with business school training desirable; or equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to speak clearly and effectively present information and respond to questions from officials, supervisors, 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. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software; Microsoft Office preferred.

**Other Skills and Abilities**

Good working knowledge of office terminology, procedures, equipment, business arithmetic and English, good usage of spelling, grammar and punctuation. Excellent knowledge and proficient use of Microsoft Word and Excel. Ability to type and transcribe at an above average rate of speed; maintain complex records and prepare reports from such records; make minor decisions in accordance with laws, ordinances, regulations and established policies; make relatively complex mathematical computations rapidly and accurately; get along well with others; converse clearly and distinctly; exhibit good judgment and handle inquiries and complaints with tact and courtesy.

**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.

While performing the duties of this Job, the employee is: regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to stand, walk, stoop, kneel, crouch, or crawl; occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job 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 outside weather conditions. The noise level is usually quiet.