

CLASSIFICATION SPECIFICATION
LORAIN COUNTY BOARD OF COMMISSIONERS
 An Equal Opportunity Employer

TITLE: Office Coordinator (Building)
CLASS NO.:

JOB RESPONSIBILITIES: Under direction, provides administrative/technical support for Building Department and performs a variety of responsible clerical assignments associated with the operation of the Building Department; indexes and maintains records; operates digital imaging equipment; prepares copies of documents as required by the County and State of Ohio Board of Building Standards; etc.

Performs other related duties as required

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):

Completion of secondary education, supplemented by coursework in office practices and procedures, plus one (1) to three (3) years office experience preferred

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

None.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
20-25%	1. Provides administrative/technical support for Building Department and performs a variety of responsible clerical assignments associated with the operation of the Building Department; prepares reports; etc.; prepare and submit State of Ohio reports for Residential and Commercial Building Departments.	1. Knowledge of (a) laws, rules and regulations regulating the operation of the Building Department Office, (b) office practices and procedures, (c) departmental policies and procedure, (d) database management, (e) customer service techniques; ability to (f) deal with problems involving several variables within familiar context, (g) define problems, collect data, establish facts, and draw valid conclusions, (h) understand, interpret, and apply laws, rules, or regulations to specific situations, (h) communicate effectively, (i) develop and maintain effective working relationships; skill in the operation of (j) computer, (k) calculator, (l) digital imaging equipment.

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25-30%	2. Receives, reviews, and processes documents in accordance with laws, rules, regulations, and departmental policies; maintains a variety of records and files associated with document; manages databases related to department operations; etc.	2. Knowledge of (d), (f); ability to (g), (h), (i), (l), (p) prepare accurate documentation, (q) maintain records according to established procedures.
5-10%	3. Assists with projects and set of projects to be undertaken by department staff; etc.	3. Knowledge of (a), (b), (c), (d), (e), (f); ability to (g), (h), (i), (p), (q); skill in (m), (n).
5-10%	4. Operates digital imaging equipment to preserve various documents (e.g., plans, records, etc.); ensures that documents are accurate; copies and certifies documents for customers utilizing digital imaging equipment; performs routine maintenance on digital imaging equipment.	4. Knowledge of (a), (b), (c), (g); ability to (g), (h), (l), (p), (q); skill in (o).
10-20%	5. Performs a variety of clerical duties to assist with office operations; operates a variety of office equipment; types, files, answers telephones; operates a computer terminal to retrieve information; prints, collates and binds materials; orders, maintains and inventory supplies; receives and distribute mail; etc.	5. Knowledge of (a), (b), (c), (d); ability to (g), (h), (j), (l), (p), (q).
	6. In the absence of, or at the direction of management opens or closes office (e.g., opens/closes doors, vault and safe as needed; turns on equipment).	6. Knowledge of (a), (b), (c), (d).

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