

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0009

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission	An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and,

WHEREAS, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and,

WHEREAS, on March 7, 2012, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through L), and recommend to County Council the formal adoption and implementation of the attached changes; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County agency.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Amended Classifications:

From:

Exhibit A1: Class Title: Accountant
Number: 1055111
Pay Grade: 6

Exhibit B1: Class Title: Senior Accountant
Number: 1055112
Pay Grade: 8

To:

Exhibit A2: Class Title: *Accountant 1*
Number: 1055111
Pay Grade: 6

Exhibit B2: Class Title: *Accountant 2*
Number: 1055112
Pay Grade: 8

New Classifications:

Exhibit C: Class Title: *Accounting Technician*
Number: 1013213
Pay Grade: 5

Exhibit D: Class Title: *Appraisal System Administrator*
Number: 1057205
Pay Grade: 16

Exhibit E: Class Title: *Cashier*
Number: 1013111
Pay Grade: 3

Exhibit F: Class Title: *Communications Specialist*
Number: 1053424
Pay Grade: 11

- Exhibit G: Class Title: *Development Administrator*
 Number: 1055243
 Pay Grade: 17

- Exhibit H: Class Title: *Financial Reporting Manager*
 Number: 1055115
 Pay Grade: 15

- Exhibit I: Class Title: *Fiscal Office Inquiries Assistant*
 Number: 1013411
 Pay Grade: 4

- Exhibit J: Class Title: *Residential/Agricultural Appraiser Coordinator*
 Number: 1057104
 Pay Grade: 13

- Exhibit K: Class Title: *Scanning Reviewer*
 Number: 1011141
 Pay Grade: 1

- Exhibit L: Class Title: *Security Camera Coordinator*
 Number: 1024101
 Pay Grade: 2

SECTION 2. It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Ms. Simon, seconded by Ms. Conwell, the foregoing Resolution was duly adopted.

Yeas: Simon, Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers and Connally

Nays: None

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 13, 2012

Committee(s) Assigned: Human Resources, Appointments & Equity

Second Reading: March 27, 2012

Journal CC006

April 10, 2012

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant	Class Number:	1055111
		Pay Grade:	6

Departments:	All departments
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Classification Function

The purpose of this classification is to maintain fiscal control and management operations to ensure compliance with established policies and state and federal regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains fiscal control and management operations to ensure compliance with established policies and state and federal regulations (e.g. - audits contractor invoices submitted for payment against terms on contracts; verifies contract balances; records all fiscal transactions and data entry postings; reviews travel expenses; solves accounting problems; maintains accounting and automated data systems; completes month end closing process, including cost allocation plan, compliance/distribution and corresponding adjustments; monitors and analyzes financial records and reports; makes budget and cost projections; assists in the annual budget process).
- Performs administrative duties (e.g. - processes requisitions, encumbrances, and encumbrance adjustments; purchases and controls office supplies; responds to vendor inquiries; prepares necessary correspondence; prepares, files and distributes various financial reports and records; provides assistance to supervisor).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting with five months of accounting experience, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, typewriter, adding machine, calculator, copier, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide, use algebra and statistical inference, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including contracts, invoices, billings, budgets, encumbrances, general ledgers, accounting reports, financial documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including federal OMB circulars, fiscal policies and procedures manual, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare cost allocation reports, various financial reports and records, budgets, encumbrances, accounting reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and computer terminology and language.
- Ability to communicate effectively with supervisors, County Auditor's staff, County Treasurer's staff, vendors, contractors, and state and federal personnel.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 1	Class Number:	1055111
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state and local regulations.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%

• Audits contractor invoices submitted for payment against terms of contracts; verifies contract balances; records all fiscal transactions and data entry postings; reviews travel expenses; solves accounting problems; reviews and prepares billings for construction and engineering projects and submits same for reimbursements; coordinates billings and account receivables; prepares and analyzes capital and operating leases; maintains accounting and automated data systems; completes month end closing process, including cost allocation plan, compliance/distribution and corresponding adjustments; monitors and analyzes financial records and reports; makes budget and cost projections; assists preparing Comprehensive Annual Financial Report (CAFR) reports and schedules; assists in the annual budget process.
- 30% +/- 10%

• Processes requisitions, encumbrances, and encumbrance adjustments; processes purchases and controls office supplies; responds to vendor inquiries; reviews and analyzes input into FAMIS; prepares necessary correspondence; prepares, files and distributes various financial reports and records; provides assistance to supervisor.
- 20% +/- 5%

• Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes FAMIS reports.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with five (5) months experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, contracts, billings, budget reports, encumbrances, FAMIS reports, accounting reports, financial documents, FAMIS trial reports, cash financial statements, inventory reports, grants and CAFR reports.
- Ability to comprehend a variety of reference books and manuals including the GAAFR, Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), County policy handbook, fiscal policies and procedures, related websites and program manuals such as FAMIS, NOVUS and BuySpeed.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, financial statements, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisors, vendors, contractors, external governmental employees, external auditors and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Accountant	Class Number:	1055112
		Pay Grade:	8

Departments:	All departments
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Classification Function

The purpose of this classification is to coordinate accounting activities of the department and to function as lead worker over lower level accountants, account clerks and/or external contractors.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates accounting activities of the department (e.g. - coordinates accounts payable, accounts receivable, appropriation transfers/adjustments, appropriation increases/decreases, cash transfers and adjustments; develops budget using sources and uses; reconciles accounts payable, accounts receivable, and cash accounts; establishes and maintains bank accounts; maintains computer generated systems and reports; monitors and makes site visits to sub-recipients; processes and reviews contractual and legally binding documents; determines and confirms terms for loan repayments; develops internal accounting procedures; implements new policies and procedures).
- Functions as lead worker over lower level accountants, account clerks and/or external contractors (e.g.- assigns work and reviews completed work assignments; provides orientation, training and instruction; responds to problems and issues).
- Performs administrative duties (e.g. - functions as liaison with Office of Budget and Management and auditors; represents department regarding fiscal matters; provides fiscal information to auditors and monitoring staffs; prepares various monthly, quarterly, and annual requests, reports, forms, and plans; represents the fiscal section at staff and team meetings; performs data entry, posting, filing, and file maintenance).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting with two years of accounting experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, calculator, typewriter, safe, filing cabinets, etc.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, use algebra, calculate decimals and percentages and apply the principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including various checks, money orders, FAMIS documents, vendor invoices, financial documents, time sheets, resolutions, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including federal OMB circulars, fiscal policies and procedures manual, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare productivity records, FAMIS forms, management plans, schedules, expense adjustments, site monitoring records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and computer terminology and language.
- Ability to communicate effectively with managers, supervisors, other County departments, County Auditor's staff, County Treasurer's staff, vendors, contractors, and state and federal personnel.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 2	Class Number:	1055112
FLSA:	Exempt	Pay Grade:	8
Dept:	All departments		

Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state and local regulations. This class may establish and help set the property tax rates for all political subdivisions in the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 20% +/- 10%
- Coordinates accounting activities of the departmental unit; coordinates accounts payable, accounts receivable, appropriation transfers/adjustments, appropriation increases/decreases, and cash transfers and adjustments; develops budget using sources and uses; reconciles accounts payable, accounts receivable, and cash accounts; establishes and maintains bank accounts; maintains computer generated systems and reports; audits fuel consumption and vehicle/equipment usage; processes and reviews contractual and legally binding documents; determines and confirms terms for loan repayments; recommends internal accounting procedures; implements new policies and procedures.
- 10% +/- 5%
- May function as lead worker over lower level accountants, account clerks and other assigned staff; assigns work and reviews completed work assignments; provides orientation, training and instruction; responds to problems and issues.
- 20% +/- 10%
- Prepares monthly financial reports; audits FAMIS postings; audits and reconciles municipal billing reports; proofreads and audits construction bid packages prior to placement for advertisement; prepares actions for County Council.
- 20% +/- 10%
- Sets tax rates for all political subdivisions in the County; audits tax budgets received from various political subdivisions; issues Certificate of Estimated Resources for political subdivisions; advances real estate property taxes; settles real estate taxes; settles other tax collections with political subdivisions; certifies property tax levies requested by political subdivisions; maintains bond/note system; determines property tax millage limitations; supplies information necessary for Official Statements; supplies information for CAFR schedules.

20% +/- 5%

- Establishes and maintains accounting systems of investment data; maintains and analyses investment activity records and reports related to overnight repos for all broker accounts; keeps track of all securities held by custodial bank and reconciles account activity with County investment portfolio; analyzes monthly statements for all brokers and reconciles account activity to monthly trade investments; calculates, maintains and reviews banking fees; acts as Investment Officer in his/her absence.

10% +/- 5%

- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes FAMIS reports; answers calls from taxpayers; responds to mail information requests.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or a related field with two (2) years experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, contracts, billings, budget reports, encumbrances, FAMIS reports, BRASS budget reports, tax budgets, Department of Tax Equalization forms, accounting reports, financial documents, FAMIS trial reports, cash

financial statements, inventory reports, bank websites, investment maturity list, grants and CAFR reports.

- Ability to comprehend a variety of reference books and manuals including the GAAFR, Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), County policy handbook, fiscal policies and procedures, FEMA manuals, related websites and program manuals such as FAMIS, NOVUS and BuySpeed.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, financial statements, tax settlements, Certificate of Estimated Resources, fuel/vehicle usage reports, CD Bank reconciliations, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisors, vendors, bank officials, contractors, external governmental employees, external auditors and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accounting Technician	Class Number:	1013213
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to audit accounts payable vouchers, balance revenue receipts, re-issue or cancel warrants and prepares adjusting journal entries.

Distinguishing Characteristics

This is an advance journey-level clerical classification with responsibility for performing activities in the Accounts Payable unit of the Fiscal Office – Auditor. This class works under general supervision from the Accounts Payable manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures. This class is distinguished from the Account Clerk classifications by the complexity of the work and by the experience required.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 20% +/- 10%
- Performs a variety of clerical and technical accounting duties in the preparation, keying in, maintaining, balancing, processing, and issuance of records of accounting and financial transactions; verifies accounting entries to ensure accuracy; distributes FAMIS reports; receive checks; verifies check numbers and dates; distributes checks as appropriate; prepares journal entries to cancel checks issued in error; reissues lost checks.

- 20% +/- 10%
- Processes, code enters, and various numerical or financial data; keys a variety of vouchers and audits for payment; distributes reports; checks for accuracy.

- 20% +/- 10%
- Totals and balances all direct deposits; balances revenues to FAMIS; enters tax deposits from the Budget Commission; monitors tax deposits and distributes receipt reports; ensures appropriate signatures; maintains files of reports.

- 20% +/- 10%
- Maintains the necessary accounting records and files to support processed transactions; provides technical support to assigned accounting clerical personnel, and provides back-up as necessary; researches and compiles basic technical information related to area of assignment.

- 20% +/- 10%
- Respond to questions from operating departments, vendors, agencies, employees, and the public regarding area of assignment; performs special projects and studies; collects and compile statistical and financial data for special reports

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma supplemented with business vocational training with three (3) years experience in bookkeeping or clerical accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including reports generated by the computer system, vouchers, tax settlement vouchers, financial statements, and revenue receipts.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare vouchers, reports, journal entries and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	1057205
FLSA:	Exempt	Pay Grade:	16
Dept:	Fiscal Officer		

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports and tentative abstracts; to develop and maintain databases and software related to appraisal operations; to coordinate workflow between Real Property and Appraisal to produce a final abstract.

Distinguishing Characteristics

This is a professional, program coordinator classification with responsibility for performing activities under direction in the County Fiscal Office. This class develops and provides information used throughout the Appraisal Division and is responsible for performing duties in a timely and accurate manner. The employee works within a broad framework of regulations, policies, and procedures.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 5%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.

- 40% +/- 5%
- Works with the computer assisted mass appraisal systems (CAMA) and other computer systems; integrates transfers between real property and CAMA; rolls over the CAMA database into the new year; integrates values into CAMA; develops residential land rates and maintains the database; executes batch updating and major database transactions of primary appraisal systems; extracts, transforms and loads data from real property system, CAMA, and all primary sub-systems into a centralized data warehouse; scrubs the CAMA database and performs troubleshooting.

- 20% +/- 5%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.

- 10% +/- 0%
- Coordinates the workflow of the residential valuation team.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, computer science or a related field with six (6) years previous experience in real estate appraisal, computer database systems and/or finance; or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use college level algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, boards, committees.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Cashier	Class Number:	1013111
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Officer		

Classification Function

The purpose of this classification is to perform cashiering duties including collecting payments, cashing vouchers and warrants, balancing cash drawer, and maintaining daily records; and to provide general information and assistance to staff and the public.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 10%
- Acts as a cashier; receives and processes various fees and charges including property and other taxes, public transit ticket payments, child support payments, vendor license payments; processes payments and enters information into the appropriate computer system making changes as necessary; processes tax payments, non sufficient funds, escrow, real estate and credit card payments.
- 20% +/- 10%
- Cashes vouchers and warrants; verifies amounts; provides correct change; balances the drawer daily with supporting documentation.
- 20% +/- 10%
- Sends invoices for Non Sufficient Fund (NSF) items.
- 10% +/- 10%
- Maintains records including daily records of transactions; checks and tabulates records, balances, and funds received; prepares routine reports and distributes reports to appropriate departments or divisions.
- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma GED with six (6) months previous experience including public contact and cashiering, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including warrants, vouchers, payment slips, one stop payments and bills.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and bookkeeping manuals.
- Ability to prepare vouchers, data entry, clerk of court reports, non sufficient funds reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret bookkeeping terminology and language.
- Ability to communicate with vendors, the public, co-workers, supervisors, and employees of other departments.

Cashier

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Specialist	Class Number:	1053424
FLSA:	Exempt	Pay Grade:	11
Dept:	Communications Department, only		

Classification Function

The purpose of this classification is to assist the Department Director in the management and delivery of internal and external communications for all Cuyahoga County departments to standardize process and create a unified department.

Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing and delivering public relations, marketing and informational materials. Employees at this level are expected to become fully aware of operating procedures and policies of the assigned work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures. As opposed to being assigned to specific Departments, this employee is required to understand all Departments under the County Executive to best serve them as a whole.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 10%
- Assists the Communications Director in the development of communication materials including brochures, reports and correspondence for internal and external customers of Cuyahoga County; responsible for writing newsletters, employee communications, speeches and news releases; produces work in print, on websites and the County intranet.
- 20% +/- 10%
- Oversees the writing, editing, updating, and placement of content on the County website and intranet; ensures content meets the requirements of the County Executive.
- 20% +/- 10%
- Proposes, oversees and develops strategies to enhance the County’s public image including establishing relationships with members of the media, offers stories to publications and monitors media coverage; implements outreach programs and projects.
- 20% +/- 10%
- Responds to or reviews requests for information from other agencies, the general public and news media for information about department programs; may deliver speeches and give presentations regarding different County programs and initiatives.
- 10% +/- 10%
- Plans and coordinates press conferences, media launches, and special events; serves as a resource liaison at various meetings and functions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in public relations, communications or related field with three years of public relations experience; or any equivalent combination of training and experience.

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, fax machines, and telephone.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including contract payments, escrow payments, forms and applications.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Federal Register, legal journals.
- Ability to prepare speeches, outreach programs, legislative analysis, rules/clearance responses, policy statements, consumer satisfaction surveys and reports, summary appeals, findings of fact and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to analyze and strategize to influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, public relations, media and marketing terminology and language.
- Ability to communicate with the media, advocacy groups, customers, lawyers, judges, referees, directors, managers, support staff, legislators and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment and throughout county departments.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Administrator	Class Number:	1055243
FLSA:	Exempt	Pay Grade:	17
Dept:	Development, only		

Classification Function

The purpose of this classification is to plan, organize, manage and administer a departmental division including economic development, community development or regulation and compliance. This classification supervises subordinate staff.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Development Department responsible for either economic development, community development, or regulation and compliance. This class works under administrative direction from the Development Department's Deputy Director, and work requires the analysis and solution of operational, technical, administrative and management problems related to economic development, community development or compliance and regulation. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 40% +/- 10%
- Manages and administers a departmental division including economic development, community development or regulation and compliance; responsible for economic and community development opportunities; manages projects and programs including research, design and development, and reporting; analyzes financial aspects of projects, underwrites and determines collateral value; forecasts resource requirements and monitors usage and compliance of various funding streams; manages and monitors existing projects, related portfolios and compliance; manages deal structuring, negotiations and closing; administers development financing programs; monitors regulatory compliance; coordinates actions with issuance of bonds, bond counsel and related impacts of using bonds as a funding source in project planning; meets with director to coordinate and develop division goals, direction, activities and policies.
- 20% +/- 10%
- Analyzes and evaluates existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes.
- 15% +/- 5%
- Supervises subordinate staff; assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline; reviews and approves employee leave requests.
- 15% +/- 5%
- Represents County at various meetings and conferences; provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community and economic development programs.

10% +/- 5%

- Performs related administrative duties; prepares legislation for County Council and committees; prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares reports, grant proposals and applications; and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, finance or a related field with six (6) years of experience with community and economic development programs; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including tax statements, financial statements, financial projections, credit reports, appraisals and studies, architectural drawings, invoices, correspondence and other reports and records.

- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles, neighborhood stabilization programs, bond programs, census data, construction methods books, CDBG regulations, the Ohio Revised Code and the Federal Register.
- Ability to prepare loan analysis, annual loan summary, loan portfolio reports, GPR documentation, tax abatement reports, compliance reports, legislation, correspondence, project descriptions and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal, accounting, financial analysis and marketing terminology and language.
- Ability to communicate with staff, Director, elected officials, municipal employees, attorneys, real estate brokers, planners, bankers, accountants, lobbyists and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Financial Reporting Manager	Class Number:	1055115
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Director of Accounting, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with six (6) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

License as a Certified Public Accountant in Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and algebraic calculations involving variables, formulas, ratio and proportion variables; to use a calculator to balance financial data using basic functions.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).

- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Inquiries Assistant	Class Number:	1013411
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Fiscal Office Auditor's Office		

Classification Function

The purpose of this classification is to provide information and assistance to the general public in person, on the telephone and by mail; to establish contractual payment agreements for delinquent taxpayers.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 10%
- Staffs a front desk in the Taxpayer Services unit in the Cuyahoga County Fiscal Office; receives the general public; responds to inquiries and requests regarding taxes; provides assistance in resolving tax problems; explains penalties, interest and payment schedules; explains tax bill calculations and calculates tax penalties, interest and tax rates; reviews lists of contractual or revised tax accounts; contacts taxpayers by phone and by mail regarding payments; responds to telephone inquiries; refers the public to other agencies, as needed.

- 30% +/- 10%
- Responds to questions regarding foreclosure and to court and sheriff costs; assists the Prosecutor's Office with calculating sheriff costs and to recover court costs and fees; researches property ownership.

- 20% +/- 10%
- Calculates, checks, totals, and processes pre-pay monthly program; explains the program and enrolls taxpayers; assists taxpayers in applying for the Tax Escrow Account Management Program (T.E.A.M.) that allows property owners to pay their property taxes in monthly installments to avoid large tax bills twice a year; determines whether applicants qualify; determines monthly payments and processes applications; verifies bank account numbers; receives and processes pre-payments; returns rejected applications with explanation.

- 20% +/- 10%
- Performs a wide variety of related clerical work including sorting, filing, copying, verifying, mailing and recording information.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with and two (2) years of experience including public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contract payments, escrow payments, forms and applications.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals, treasurer reference manual, and tax rates and levies passed.
- Ability to prepare escrow and tax bill statements, delinquent tax contract, payment plans and contracts, tax bills, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret tax terminology and language.
- Ability to communicate with the public, co-workers, supervisors, and employees of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser Coordinator	Class Number:	1057104
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Officer		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a first-line supervisor level classification with responsibility for supervising, coordinating and performing technical activities in the Real Estate Appraisal division of the County Fiscal Officer. This class works under direction and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures. This class is distinguished from the Senior Residential/Agricultural Appraiser class in that the former supervises the latter employees and performs the more complex appraisals and handles more difficult citizen complaints related to appraisals.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 5%
- Dispatches appraisers and field staff to places of work; supervises staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; plans, coordinates, assigns and reviews work; evaluates training needs and organizes or provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; performs time studies.
- 20% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 30% +/- 5%
- Oversees and participates in the appraisal of agricultural properties and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 5%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions and resolves complaints by phone, mails and the internet; regarding property characteristics and value; reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics, business or a related field with five (5) years previous experience in real estate, appraisal, construction, property valuation, finance; or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, procedures, and policy manual.
- Ability to prepare weekly production report, planned production report, sales verification, appraisals, training manuals, reports, forms, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Residential/Agricultural Appraisal Coordinator

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser Coordinator	Class Number:	1057104
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Officer		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a first-line supervisor level classification with responsibility for supervising, coordinating and performing technical activities in the Real Estate Appraisal division of the County Fiscal Officer. This class works under direction and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures. This class is distinguished from the Senior Residential/Agricultural Appraiser class in that the former supervises the latter employees and performs the more complex appraisals and handles more difficult citizen complaints related to appraisals.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 5%
- Dispatches appraisers and field staff to places of work; supervises staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; plans, coordinates, assigns and reviews work; evaluates training needs and organizes or provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; performs time studies.
- 20% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 30% +/- 5%
- Oversees and participates in the appraisal of agricultural properties and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 5%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions and resolves complaints by phone, mails and the internet; regarding property characteristics and value; reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics, business or a related field with five (5) years previous experience in real estate, appraisal, construction, property valuation, finance; or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, procedures, and policy manual.
- Ability to prepare weekly production report, planned production report, sales verification, appraisals, training manuals, reports, forms, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Scanning Reviewer	Class Number:	1011141
FLSA:	Non - Exempt	Pay Grade:	1
Dept:	Fiscal Office - Recorder		

Classification Function

The purpose of this classification is to review and input previously scanned documents within the Fiscal Office's imaging system.

Distinguishing Characteristics

This is an entry level clerical classification with responsibility for performing activities in the Records Management unit of the Fiscal Office. This class works under direct supervision from the unit manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Preps the documents by cropping, cleaning, rotating and straightening the images; searches and edits documents for missing pages, page numbers and volume numbers; ensures documents are numbered sequentially. 80% +/- 10%
- Locates specific documents on CD ROM that are missing in computer system; copies missing documents into computer system. 10% +/- 10%
- Searches microfilm for errors, mistakes or missing documents that were not scanned. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with six (6) months experience in general clerical work, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, scanners, and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including deeds, mortgages, land contract, plat maps, reports and images.
- Ability to comprehend a variety of reference books and manuals including Kodak processing manual and policies and procedure manuals.
- Ability to prepare documents, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general office and administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Camera Coordinator	Class Number:	1024101
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Fiscal Office - Recorder		

Classification Function

The purpose of this classification is to monitor security cameras to oversee the security of office documents and employees.

Distinguishing Characteristics

This is an entry/journey level, technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 75% +/- 15%
- Monitors DVR cameras of all areas of the office; initiates calls proper authority regarding emergency situations; works with County Security and detectives concerning safety and security issues; checks wave system daily.
- 10% +/- 5%
- Interacts with customers; provides information as needed.
- 10 +/- 5%
- Serves as safety and evacuation coordinator; addresses employee safety or security issues; coordinates lockdown procedures with employees; installs access code for front office.
- 5% +/- 5%
- Conducts yearly inventory; tags equipment for inventory.

Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Security Camera Coordinator

- Ability to operate a variety of office equipment including computers and security monitoring equipment.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to understand and apply addition, subtraction, multiplication, and division.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including confidentiality sheets, schedules and inventory documentation.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, reference manuals and standards.
- Ability to prepare inventory report, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret general office and security equipment related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.