County Council of Cuyahoga County, Ohio

Resolution No. R2016-0117

Sponsored by: Councilmember Conwell on behalf of Cuyahoga County Personnel Review Commission

A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review 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 2.01 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinance Nos. 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 Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered 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 6/15/2016, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through J) and recommends to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution 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 entity.

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

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-bargaining Classification Plan:
Modification of the following Classifications: (See Attached Classification Specifications)

Proposed Deleted Classifications:

Exhibit A: Class Title: *Account Technician*  
Class Number: 1013213  
Pay Grade: 5

Exhibit B: Class Title: *Administrative Clerk*  
Class Number: 1011121  
Pay Grade: 3

Exhibit C: Class Title: *Commercial/Industrial Appraiser*  
Number: 1057201  
Pay Grade: 10

Exhibit D: Class Title: *Data Collector*  
Number: 1057101  
Pay Grade: 5

Exhibit E: Class Title: *Inspector*  
Number: 1055161  
Pay Grade: 5

Exhibit F: Class Title: *Microfilm Technician*  
Number: 1011142  
Pay Grade: 3

Exhibit G: Class Title: *Residential/Agricultural Appraiser*  
Number: 1057202  
Pay Grade: 8

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

Exhibit I: Class Title: *Senior Commercial/Industrial Appraiser*  
Number: 1057202  
Pay Grade: 11

Exhibit J: Class Title: *Senior Residential/Agricultural Appraiser*  
Number: 1057103  
Pay Grade: 9

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,
or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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. Conwell, seconded by Mr. Germana, the foregoing Resolution was duly adopted.

Yeas: Greenspan, Miller, Germana, Gallagher, Schron, Conwell, Jones, Brown, Simon and Brady

Nays: None

________________________________________  __________
County Council President  Date

________________________________________  __________
County Executive  Date

________________________________________  __________
Clerk of Council  Date

First Reading/Referred to Committee: June 28, 2016
Committee(s) Assigned: Human Resources, Appointments & Equity

Committee Report/Second Reading: July 12, 2016

Journal CC023
July 26, 2016
# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<table>
<thead>
<tr>
<th>Class Title:</th>
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## Classification Function

The purpose of this classification is to audit accounts payable vouchers, balance revenue receipts, reissue 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.

- 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.  

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

- 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.

- 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.

- 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.

EXHIBIT A

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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.

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

<table>
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<th>Class Title:</th>
<th>Administrative Clerk</th>
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**Classification Function**
The purpose of this classification is to perform a variety of general clerical work in support of the organizational unit to which assigned; to provide word processing and data entry support; and to provide general information and assistance to staff and the public.

**Distinguishing Characteristics**
This is a journey-level clerical classification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are expected to become fully aware of operating procedures and policies of the work unit. 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.

- Assists and responds to requests for information from staff and the public in person or by phone, provides basic information on department and assigned program policies and procedures; assists in the registration of participants in assigned County sponsored programs; issues, receives types and processes various applications, reports, permits, licenses and other forms; collects and processes fees and charges.  
  30% +/- 10%

- Types, enters, records, proofreads and processes a variety of documents including general correspondence, reports, memos and statistical charts from rough draft, Dictaphone recordings or verbal instruction; may compose routine correspondence.  
  20% +/- 10%

- Performs various clerical duties on a computer which may include data processing, entering data into a spreadsheet or database program; may perform routine system back-up duties; runs computer reports as requested; processes department reports.  
  20% +/- 10%

- Maintains a variety of statistical records; checks and tabulates statistical data; prepares routine statistical reports.  
  10% +/- 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.  
  20% +/- 10%

EXHIBIT B
Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with two (2) years experience including public contact, 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 emails, forms, reports, memos and correspondence.

- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.

- Ability to prepare vouchers, reports, data entry 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 administrative 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

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<th>Class Title:</th>
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<td>Dept:</td>
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**Classification Function**

The purpose of this classification is to establish fair market value for commercial and industrial properties; maintain a database for all property types including commercial, industrial, residential and exempt with analysis of value for ad valorem (tax based on the value of real estate or personal property) tax purposes.

**Distinguishing Characteristics**

This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Commercial and Industrial Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established 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.

- Inspects new construction and major improvements to existing structures for value determination; contacts property owners, builders, municipal building departments, public officials and professional contacts to assist with valuation; cross references field notes with blueprints; sketches new building area onto property record card; cross references data with County GIS. *50% +/- 5%*

- Researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties. *10% +/- 5%*

- Surveys and analyzes property sales data, rentals, lease information, and physical characteristics. *10% +/- 5%*

- Maintains and updates database of current real estate characteristics; maintains a database of sales periodicals and market data for apartment buildings using local and national trade publications. *15% +/- 5%*

- Prepares market value valuations reports for all property types for ad valorem purposes using methods including field inspections, structure measurements, calculations, sales analysis, market trend studies, and income and expense analysis. *10% +/- 5%*

- Communicates findings to taxpayers, attorneys and property agents. *5% +/- 2%*
Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or certification as a real estate appraiser or a related field with three (3) years experience in real estate, construction, 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 geometry, algebra and trigonometry.

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 cash flow statements, construction cost manuals, local and national trade publications, national commercial property publications, property listings, sales agreements, and lease data.

- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps County Commercial Property manual, Marshall and Swift, trade and property publications, construction cost manual and dictionary of real estate.

- Ability to prepare property valuations reports, commercial sales verification and property record cards, spreadsheets 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 appraisal, financial analysis and building terminology and language.
Commercial/Industrial Appraiser

- Ability to communicate with taxpayers, co-workers, supervisors, property owners, brokers, and property managers, and attorneys.

Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title: Data Collector
Class Number: 1057101
FLSA: Non - Exempt
Pay Grade: 5
Dept: Fiscal Office - Auditor

Classification Function
The purpose of this classification is to assist in the development of an opinion of the value of real property by which taxes can be assessed.

Distinguishing Characteristics
This is the journey level classification, working under general supervision within a framework of well defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies.

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.

70% +/- 20%
• Collects and verifies information pertaining to a real property improvement in the field; adds or removes real property value based on building permits, measures improvements or the dwelling for square footage; performs sketching of a residential home or changes sketch; verifies or changes land use code; determines percentage of real property completion; determines characteristics, construction quality and condition of new dwellings; conducts interior inspection if necessary; interacts with municipal building departments and taxpayers; interacts with police departments to inform them of appraisal activities.

30% +/- 10%
• Conducts sales verifications; conducts parcel accounting, performs data entry; answers phone for real property value questions; reconciles mileage and expenses; routes next day’s work.

Minimum Training and Experience Required to Perform Essential Job Functions
High school diploma supplemented with vocational school/coursework in real estate appraisal courses with two (2) years experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements
No additional requirements.

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 and conduct physically collect measurements of dwellings.

EXHIBIT D
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Effective 12/06/11
**Supervisory Responsibilities**

No supervisory requirements.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

**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 a building permits, Graphic User Interface (GUI), sales verification reports, and plat maps.

- Ability to comprehend a variety of reference books and manuals including plat maps, conversion tables, new construction manual, GUI and blueprints.

- Ability to prepare weekly activity reports, mileage reports, new construction sheets, office permits 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 real estate appraisal terminology and language.

- Ability to communicate with co-workers, supervisor, other County employees, taxpayers, municipal building officials and the general public.

**Environmental Adaptability**

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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**Classification Function**
The purpose of this classification is to verify the accuracy of transactions involving a count, weight, or measure of products sold to the general public; to maintain related records.

**Distinguishing Characteristics**
This is the journey level classification, working under general supervision within a framework of well defined policies, procedures, and regulations. Incumbents independently perform daily assignments, often outside of proximity of their supervisor. Incumbents are expected to become fully aware of operating procedures and policies. This class requires extensive public contact in enforcement of laws and 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.

60% +/- 20%

- Tests scales including computing, spring, counter, platform, jeweler, prescription, and point of sales scales for accuracy, correctness, and appropriate electrical/mechanical functions; scans products to determine price accuracy of prices; tests digital computing scales to include checking interface with other electronic cashiering equipment; tests balances for sensitivity requirements and shift error; tests graduate and linear measures; verifies tare weights; inspects and tests other mechanical and electronic scales; accepts or rejects scales based on outcome of testing.

20% +/- 10%

- Tests retail service station petroleum dispensers to determine accuracy; inspects hose condition and device functioning; test diesel fast-flow meters; tests for suppressed values; test effectiveness of anti-drain valve; and checks money value computations; tests vehicle tank meters and other mechanical and electronic liquid measuring devices; accepts or rejects dispensers based on outcome of testing.

10% +/- 5%

- Investigates consumer complaints and takes action to resolve the complaint; completes forms and write reports.

10% +/- 5%

- Informs business owners/managers and/or device operators of applicable laws, specifications and tolerances; informs them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances.
Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with vocational school/coursework required for Weights and Measures state certification with two (2) years experience requiring public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Weights and Measures certification should be obtained within a year of hiring.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of related tools and equipment including weight verification kit, weight test, retail fuel prover, volume metric gauges, scales, seal press, and tags and seals.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

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 a package checking report, scanner report, scale test report, gas pump report, request for service, food store reports, and retail store reports.

- Ability to comprehend a variety of reference books and manuals including weights and measures handbooks, the Ohio Revised Code (OCR), and examination procedure outline.

- Ability to prepare inspection and test reports, package checking report, retail fuel forms, time device forms, measuring forms, 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 weights and measures legal terminology and language.

- Ability to communicate with co-workers, supervisor, other County employees, business owners, and the general public.
Environmental Adaptability

- Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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**Classification Function**
The purpose of this classification is to scan, archive and organize deeds, mortgages, legal documents and special projects.

**Distinguishing Characteristics**
This is an entry level clerical classification with responsibility for performing activities in the Microfilm unit of the Fiscal Office. This class works under general 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.

- Develops microfilm to provide accessible public record of recorded documents; transfers documents recorded each day for computer database to microfilm; reviews image quality; transfers documents images from main computer to archive writer. $55\% \pm 10\%$
- Completes special projects requested by other departments to archive records from computer databases. $30\% \pm 10\%$
- Segments documents on film by date; maintains Kodak processor for film development per ORC. $15\% \pm 5\%$

**Minimum Training and Experience Required to Perform Essential Job Functions**
High school diploma with two (2) years experience in bookkeeping or clerical accounting, 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, Archive Film Kodak Writer and peripheral equipment.

**Supervisory Responsibilities**

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Effective 12/06/11
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, liens, easements, 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 microfilm, 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 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: Residential/Agricultural Appraiser  
Class Number: 1057102
FLSA: Non - Exempt  
Pay Grade: 8
Dept: Fiscal Office - Auditor

Classification Function
The purpose of this classification is to appraise residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics
This is a journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from a Senior Residential/Agricultural Appraiser, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established 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.

- Performs 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. 30% +/- 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. 2% +/- 5%

- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years. 60% +/- 5%

- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance. 8% +/- 0%

EXHIBIT G

© Archer Company
Effective 12/06/11
Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or certification as a real estate appraiser or a related field with two (2) years experience in real estate, construction, 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 high school level geometry.

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, tax bills, deeds, parcel accounting, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, architectural drawings, procedures, policy manual and condominium manuals.
- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, plat maps, databases, 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 real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.
Environmental Adaptability

- Work may be performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Scanning Reviewer</th>
<th>Class Number:</th>
<th>1011141</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA:</td>
<td>Non - Exempt</td>
<td>Pay Grade:</td>
<td>1</td>
</tr>
<tr>
<td>Dept:</td>
<td>Fiscal Office</td>
<td></td>
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</tr>
</tbody>
</table>

### 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.

- Prepares 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
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EXHIBIT H
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.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Senior Commercial/Industrial Appraiser</th>
<th>Class Number:</th>
<th>1057202</th>
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<tbody>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>Pay Grade:</td>
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<tr>
<td>Dept:</td>
<td>Fiscal Office - Auditor</td>
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</tbody>
</table>

Classification Function
The purpose of this classification is to prepare appraisals of more complex and high-value commercial and industrial parcels; to assess and evaluate taxpayer complaints and inquiries regarding appraised values; communicate with taxpayers regularly to provide information, answer questions, and assist with appeals.

Distinguishing Characteristics
This is an advance journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class performs technical and functional lead work over journey level classes. 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.

- May serve as lead worker over journey level workers; may provide technical training and instruction; may review work of other staff.  
  15% +/- 10%

- Maintains and updates industrial reports; maintains and updates commercial and industrial property databases; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; resolves problems with property values.  
  30% +/- 5%

- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.  
  35% +/- 5%

- Communicates with school board attorneys, taxpayers and developers; assists with developing standards.  
  20% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or vocational school in real estate appraisal or a related field with five (5) years experience in real estate, construction, or finance or an equivalent combination of education, training, and experience.

EXHIBIT I

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Effective 12/06/11
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

- 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.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; calculate and use geometry and algebra.

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 property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavits, time/mileage slips, and lease data.

- Ability to comprehend a variety of reference books and manuals including blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.

- Ability to prepare property inquiry records, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, 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, 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 real estate appraisal, financial analysis and building terminology and language.

• Ability to communicate with taxpayers, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

• Work is often performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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Classification Function
The purpose of this classification is to appraise more complex and high value residential, condominium, and agricultural properties for tax purposes; to be responsible for the Current Agricultural Use Value (CAUV), Agricultural District, and the Ohio Forest Tax Law - ForestLand (OFTL) programs and correspondence; to perform valuation for Oil and Gas Wells Mineral Rights.

Distinguishing Characteristics
This is an advanced journey level classification with responsibility for performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class works under technical and functional oversight from the Appraisal Manager Residential/Agricultural, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established 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.

- Performs annual maintenance of more complex and high value residential and agricultural properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction. 30% +/- 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. 2% +/- 5%

- Oversees the CAUV, OFTL and Mineral rights programs; assists taxpayers; maintains paperwork and files; appraises commercial agricultural properties and residential properties; performs data entry and queries on the computer; reviews permit lists for oil and gas wells; mails new and renewal applications and letters; prepares petitions, tax abstracts, reconciliations, and listings; processes applications and approves or disapproves of same; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years. 60% +/- 5%

- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; assists with computer program development and maintenance. 8% +/- 0%

EXHIBIT J
Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in finance, economics or a related field or certification as a real estate appraiser or a related field with three (3) years experience in real estate, construction, 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 high school level geometry.

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, tax bills, deeds, neighborhood profiles, certificates, lists, and letters.

- Ability to comprehend a variety of reference books and manuals including computer manuals, architectural drawings, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, architectural drawings, procedures, policy manual and condominium manuals.

- Ability to prepare handouts, applications, petitions, appraisals, sketches of properties, reports, forms, lists, databases, Comp King 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 real property appraisal and legal terminology and language.

- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.
Environmental Adaptability

- Work may be performed in the field where employees may be subject to hot and cold weather, fumes, odors, dust and loud noises.

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