Carroll County Commissioners

Accepting Applications for the position
of
Assistant Clerk II
$16.00 - $18.00, depending on experience
40 hours per week, with benefits.

A full job description can be obtained at
https://carrollcountyohio.us/PublicNotices or
by emailing MSchaar@carrollcountyohio.us.

Resume and application are due by
3:00 p.m. on Wednesday, June 3, 2026 to:

Carroll County Commissioners
119 S. Lisbon Street, Suite 201
Carrollton, OH 44615

Carroll County is an Equal Opportunity Provider

Posted May 18, 2026
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POSITION DESCRIPTION
Carroll County
An Equal Opportunity Employer

Job Title:	**ASSISTANT CLERK II**
County Office:	Board of Commissioners
Immediate Supervisor:	Clerk

JOB RESPONSIBILITIES

The Assistant Clerk II is responsible for: (1) assisting Clerk with maintaining a full and permanent record of all proceedings and actions taken by the Board of County Commissioners, (2) relieving the Commissioners, Clerk, and Assistant Clerk I of routine functions and tasks as assigned, (3) other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma
- Two (2) years general office experience
- Valid driver's license and good driving record
- Able to pass background check

PREFERRED QUALIFICATIONS

- Carroll County residency preferred

WORKING CONDITIONS

- Flexible work hours may be required
- Normal office working conditions
- Physical requirements include but are not limited to sitting, standing, lifting/carrying, bending, squatting, kneeling, climbing ladder

ESSENTIAL KNOWLEDGE AND FUNCTIONS TO BE PERFORMED

- General duties and knowledge of:
  - General office practices and procedures
  - Computer software
  - Ability to type 35 wpm with accuracy
  - Communicate effectively in written and oral form
  - Maintain confidentiality
  - Develop and maintain an effective working relationship with Commissioners, employees, co-workers and public
  - Present a professional image to the public
  - Organize, prioritize and coordinate multiple tasks
  - Ability to work with minimal supervision
  - Appointment scheduling and maintaining calendar for Commissioners
  - Answering phone calls and taking detailed messages
  - Greeting visitors
  - Filing and scanning
  - Maintain files and store documents
  - Open and distribute mail
  - Handle travel requests and reimbursements

- Assist Clerk with duties described in Ohio Revised Code §305.10-305.11, which includes keeping full written and recorded record of proceedings of the Board
- Ensure compliance with Ohio's Public Records Act (Sunshine Law)
- Recording, preparing and journalizing meeting minutes for the Board of Commissioners, Parking Committee, Safety Committee, Leadership Committee, Employee Benefits Committee or any other meeting as requested; handling all follow-up to these meetings
- Assist with maintaining the Commissioners' budget
- Collect and receive monies and deposit with the County Treasurer
- Send invoices for parking lots, tower, jail inmate charges for other counties, etc.
- Assist with appointments and reappointments to Boards and Committees
- Maintain file of vehicle titles and request license plates
- Assist with GovDeals auctions
- Assist in periodic building and grounds inspections for all county owned property
- Assist with records retention and disposal
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service trainings
- General clerical and administrative duties
- Perform additional duties and assignments, as requested

ACKNOWLEDGMENT

I, _____ have read and understand the contents of this position description.

_____ _____

Signature Date

CARROLL COUNTY
APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION

Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time ☐	Part Time ☐	Seasonal ☐

APPLICANT INFORMATION

Last Name		First			M.I.
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail			
Best time to contact you?					
Have you ever submitted an application to Carroll County?	YES ☐	NO ☐	If yes, when?		
Have you ever been employed by Carroll County?	YES ☐	NO ☐	If yes, when?		
Are you legally eligible for employment in the United States?				YES ☐	NO ☐
If you are under 18, can you furnish a work permit?				YES ☐	NO ☐
Do you have a valid driver's license?	YES ☐	NO ☐	State/Number:		
Are you able to meet all of the attendance requirements of this position?				YES ☐	NO ☐
Are you able to work overtime if necessary?				YES ☐	NO ☐
Will you travel if the position requires it?				YES ☐	NO ☐
Do you have any friends or relatives currently employed by Carroll County?	YES ☐	NO ☐	If yes, who?		

EDUCATION

High School			Address		
From	To	Did you graduate?	YES ☐	NO ☐	Degree
College			Address		
From	To	Did you graduate?	YES ☐	NO ☐	Degree
Other			Address		
From	To	Did you graduate?	YES ☐	NO ☐	Degree

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company				Phone		
Address				Supervisor		
Job Title		Ending Salary		$	May we contact?	YES ☐ NO ☐
Responsibilities						
From	To	Reason for Leaving				

Company				Phone		
Address				Supervisor		
Job Title		Ending Salary		$	May we contact?	YES ☐ NO ☐
Responsibilities						
From	To	Reason for Leaving				

Company				Phone		
Address				Supervisor		
Job Title		Ending Salary		$	May we contact?	YES ☐ NO ☐
Responsibilities						
From	To	Reason for Leaving				

Please explain any gaps in employment			
Have you ever been fired or asked to resign from a job?	YES ☐ NO ☐	If yes, explain on separate sheet	

PROFESSIONAL OR TRADE ORGANIZATIONS

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization		Office(s) Held	
Organization		Office(s) Held	

REFERENCES

Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	

DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an "*at will*" nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature	Date	