



**COUNTY OF SUMMIT, OHIO**  
**CLASSIFICATION SPECIFICATIONS**  
**An Equal Opportunity Employer**

**TITLE: CHIEF OF STAFF - UNCLASSIFIED**

**CODE: 88500**

Pay Table: CK

Minimum Hourly Rate: \$69,576.00

Pay Grade: 5

Midpoint Hourly Rate: \$104,353.60

EEO Category:

Maximum Hourly Rate: \$139,131.20

EEO Function:

Date Adopted:

FLSA Status: Exempt

Date(s) Revised:

Officeholder(s) using this spec: CLERK

**JOB RESPONSIBILITIES:**

Under administrative direction from the County Clerk of Courts; formulates, executes, and enforces policy directives and orders of the County Clerk of Courts; provides administrative and management services in support of the officeholder; required to function in the absence of the County Clerk of Courts. **Performs other related duties as required.**

**QUALIFICATIONS:**

**Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.** Bachelors degree in public administration, or finance, or other related discipline with five (5) years of proven responsible managerial and administrative experience in an organization, business, or governmental environment that included responsibility for major financial and operational decisions.

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification)

Percent of Time	Priority	Duties
45	1	Exercises initiative and autonomy in directing, planning, coordinating, and supervising the Clerk of Courts staff in the most complex Clerk of Courts directives and policy, plus those having county government and county-wide scope of concern under the provisions of County Ordinances and Statutory requirements of the elected officeholder; directs and coordinates through directors, administrators and managers the activities involving the functions of the office, and other county political jurisdictions; coordinates the introduction of legislation on behalf of the Clerk of Courts for County Council approval; attends governmental and public functions representing the elected official; acts on behalf of the Clerk of Courts during an absence.



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- 30            2            Represents and/or assists the Clerk of Courts in legislative and budgetary matters before the County Council; secures legislative approval of ordinances and resolutions of vital concern not only the Clerk of Courts' functions, but also those of the elected officeholders, affiliated agencies and political jurisdictions where such actions promote legal requirements, fiscal responsibility, operational and service needs.
  
- 25            3            Performs liaison duties between the Clerk of Courts and other officeholders, agencies of the County State, and Federal governments, legislators, national organizations, and public groups; initiates and responds to various correspondences from many diversified sources; speaks before groups in order to promote the activities of the Clerk of Courts and other governmental bodies of County Government.

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**KNOWLEDGE, SKILLS AND ABILITIES** (\* Indicates developed after employment)

**COMPREHENSIVE KNOWLEDGE OF:** (a) management principles and practices, (b) financial disciplines - accounting, auditing, and budgeting, (c) government structure and process, (d) county government goals, objectives, policies, and procedures, (e) public relations, (f) human relations, (g) legal principles and practices, (h) statistical analysis, (i) labor relations and practices, (j) personnel management.

**ABILITIES:** (k) understand most difficult classes of concepts, (l) use statistical and mathematical analysis templates, (m) develop complex reports and positions papers, (n) communicate effectively, (o) deal with many variables and determine specific action, (p) handle sensitive inquiries and contacts with officials and the general public, (q) develop a good rapport with citizens and government officials, (r) prepare and deliver speeches before specialized audiences and the general public.