

Clark County, Wisconsin
Title: Position Descriptions

Series: 100 – Recruitment, Hiring & Separation from Employment	§ .102
	Effective Date: November 10, 2022
Title: Position Descriptions	Adoption/Revision Date: November 10, 2022
Custodian: Personnel Manager	Approving Body: Personnel Committee

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51, 59.52, 101, 103, and 111
- b. Clark County Code of Ordinances, Section 2-48

2. References

- a. Adopting Resolution/Ordinance/Motion: XX-X-22
- b. Other Resolution/Ordinance/Motion: N/A

3. Purpose/Policy Overview

- a. To establish a process for the creation, review, and retention of position descriptions.
- b. Each county position shall have a position description that is approved pursuant to this policy.

4. Definitions

- a. The terms in this policy shall have the following meanings:
 - i. Position description means the primary duties, responsibilities, and expectations for a county position.
 - ii. Hiring Authority means the committee, department head or designee when hiring/selecting applicant(s) for a vacant position except for a department head. For the hiring/selection of a department head, the hiring authority means the department’s supervisory committee.

5. Position Description

- a. The Hiring Authority shall review and draft a position description for each position within their respective department. Position descriptions shall be drafted using the Position Description template.
 - i. See Attachment A – Position Description
 - ii. **The position descriptions should identify specific abilities assigned to the position open.**
- b. The Hiring Authority shall submit completed position descriptions to the Personnel and Finance Departments for review and approval.
- c. Once the position description is approved, the Office of Personnel shall retain the position description.
- d. Requests for changes to a position description shall be directed to the Hiring Authority.
- e. Written acknowledgement shall be provided for any new or amended position descriptions by all affected employees and the Hiring Authority.

6. Attachments

- a. Attachment A – Position Description

Clark County, Wisconsin
Position Description

Clark County, WI



Founded in 1853

Job Title:
Department:
Reports To:
Pay Schedule:
FLSA Status: (Exempt or Non-exempt)
EEOC Job Code: Admin Function
EEOC Function: Admin Function

Purpose of Position:

Purpose and a brief description of the position.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum job requirements needed to perform the duties associated with the position. Also include here pre-employment requirements such as prior work experience, demonstration of job skills and desirable personal qualifications. This should be written out in paragraph form.

Essential Duties and Responsibilities

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

*This is a list of essential job functions in order of **importance***

OTHER SKILLS AND ABILITIES

A list of additional, but not essential job functions. A few ideas are listed below, but may vary from position to position.

Computer and Office Equipment

- Ability to operate a variety of office equipment
- Must be proficient in Microsoft Office programs
- Proficient to advanced abilities in Word .

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents including but not limited to safety rules, operating and maintenance instructions, policy and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customer or employees of the organization.

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- Provide quality customer service to our customers, clients and the public through competent, polite communication.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to understand duties and focus on tasks for extended periods of time to complete projects accurately and timely.
- Be a representative of the County while positively interacting with public and others.
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CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.				
11 – 20 lbs.				
21 – 50 lbs.				
51 – 75 lbs.				
76 – 100 lbs.				
PUSH/PULL				
1 – 10 lbs.				
11 – 20 lbs.				
21 – 50 lbs.				
51 – 75 lbs.				
76 – 100 lbs.				
MOVEMENT				
Bend/Stoop/Twist				
Crouch/Squat				
Kneel/Crawl				
Reach above shoulders				
Reach below shoulders				
Repetitive Arm Use				
Repetitive Wrist Use				
Repetitive Hand Use				
Grasping				
Squeezing				
Climb Stairs/Ladder				
Uneven Walking Surface				
Even Walking Surface				

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles				
Operate Foot Pedals				
WORK WITH/NEAR				
Machinery				
Electricity				
Power Tools				
Impact Tools				
Chemicals				
Fumes				
Height				
ENVIRONMENT				
Indoors				
Outdoors				
Extreme Heat				
Extreme Cold				
Dusty				
Excessive Noise				
Other (explain)				
ENDURANCE				
Task	Hours at one time	Total Hours in 8 Hr Day		
Sit				
Stand				
Walk				

VISION REQUIREMENTS	
Depth Perception	
Less than 20 inches	
Color Vision	
Peripheral Vision	

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)

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Clark 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.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Supervisor's Signature

Date

Date