

Lake County Auditor's Office

Deputy Auditor – Weights and Measures

Position Title: Deputy Auditor – Weights and Measures **FLSA Status:** Non-Exempt
Supervisor: Deputy Auditor- Supervisor – W&M **Employment Status:** Full-Time
Wage: Dependent on Experience/ Qualifications **Regular Hours:** 7:30am – 4:00 pm Monday-Friday
Send resumes to: mpennell@lakecountyohio.gov

JOB DESCRIPTION

Under the general direction of the Lake County Auditor, this position directly reports to the Chief Deputy Auditor and is responsible for the inspection, testing, and sealing of all devices used in retail trade that weigh or measure. This position is also responsible for inspecting retail package labeling and price verification systems (scanners).

This position is highly visible to the public and a strong sense of customer service must be maintained at all times. The Deputy Auditor – Weights and Measures is responsible for conducting inspections in conformance with procedures and tolerances specified by State law regulation.

While individual employees may be assigned a specific area of general responsibility, all employees are expected to assist each other as needed, and with miscellaneous other tasks as assigned. This job description is not intended to provide a complete list of the duties that may be assigned to an employee.

Essential Functions

Reasonable accommodations may be able to enable individuals with disabilities to perform the essential functions.

1. Maintain a State of Ohio certification for Weights and Measures through Ohio Department of Agricultural – Weights & Measures Division (ODA/W&M)
2. Ensure compliance with State laws while working closely with the ODA/W&M and the National Institute of Standards of technology (NIST).
3. Complete gasoline pump meter testing in Lake County.
4. Perform functions necessary to inspect vehicle, commercial and non-commercial scales within Lake County.
5. Ability to inspect propane cages and trucks.
6. Provide inspections on batch plants.
7. Process dog and kennel license applications and reconcile receipts while coordinating with the Lake County Dog Warden and outside agents.
8. Completes special projects as requested by Lake County Auditor.
9. Represents the Lake County Auditor's office when necessary outside of office hours. Must maintain the ability to exhibit a cooperative and participant style inside and outside the office with staff and citizens.

Supervisory Responsibility

This position may have supervisory responsibility as determined by the Chief Deputy Auditor/Auditor. This position is under the direct supervision of the Chief Deputy Auditor.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file ; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift supplies and materials; work with detailed documents and printed forms, the employee must be able to stand, walk, sit, talk or hear , use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl

and reach with hands and arms; may occasionally be required to lift up to 50 pounds; and is required to be able to use close vision and adjust visual focus.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

This job operates in both an office setting for part of the time and outside. This role routinely uses standard certified weights, liquid measures, volumetric measures, scales, timers, and tape measures. This position also uses standard office equipment such as computers (desktop, laptop and/or tablet), phones, photocopiers, scanners, filing cabinets and fax machines. Ability to compose routine letters, memos and similar correspondence using word processing and or spreadsheets is required.

Preferred Education and Experience *this position minimally requires the following:*

1. State of Ohio certification -ODA/W&M, or ability to obtain one.
2. Minimum of three (3) years' experience in weights and measures, or like field.
3. High School Diploma required.
4. Experience with standard certified weights, liquid measures, volumetric measures, scales (both electronic and non-electronic), timers and tape measures.
5. Strong customer service focused mindset. Demonstrates attention to detail.
6. Demonstrated understanding of team and teamwork.

Certificates and/or Licenses

Must possess a valid Ohio Driver's License and a good driving record.

Required Training

All Lake County Auditor's office employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, workplace harassment, Ethics training and open records/ Sunshine training.

Other Duties

Must abide by all laws and conduct all business in an ethical manner both personally and professionally. Ability to work irregular schedule. A pre-employment Background Check and Drug Test may be required. Perform related duties as apparent or assigned.

The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position.

Send Resume to:

Persons interested in the position should send resume to Michele Pennell, Chief Deputy Auditor, at mpennell@lakecountyohio.gov or 105 Main Street, PO Box 490, Painesville, Ohio 44077 by July 31, 2024

**LAKE COUNTY AUDITOR'S OFFICE
AN EQUAL OPPORTUNITY EMPLOYER**
