

%	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties.
5	(3)Places orders for all supplies and forms used by the Auditor's office operation, staff, and secretarial (e.g., pencils, copier paper, legal pads, State of Ohio required forms for taxes and licenses, etc.); prepares documents needed for invoice payments for expenses for which the Auditor's office is responsible.	(3)Knowledge of (e)*, (l) purchasing; ability to (g), (h), (i), (j), (m) communicate effectively in written or oral form.
5	(4) Answers inquiries and fulfills public record requests from taxpayers and other interested parties pertaining to accounts payable and other files maintained by the office.	(4)Knowledge of (c), (d)*, (e)*; skills in (c); ability to (g), (h), (m), (n) resolve complaints from angry citizens.
5	(5)Assists in other areas of the Auditor's office as needed (e.g., appropriations, homestead applications, issuance of licenses, deeds, etc.).	(5)Knowledge of (c), (d)*, (e)*; skills in (c); ability to (g), (h), (i), (j), (k), (m). *Developed after employment