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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Road	CLASSIFICATION:	003
SUPERVISOR:	Asst. Road Dept. Director	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 697

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**GENERAL STATEMENT OF DUTIES:** Perform secretarial/clerical duties in support of a department, including answering telephone and greeting public, providing requested information, typing, scheduling appointments, issuing receipts and maintaining records. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Answer telephones, greet visitors, record and respond to complaints and requests for road maintenance, respond to requests for information, and direct inquiries to the appropriate employee.

Assist the public with the preparation of permits. Record and process permits. Authorize overweight / oversize haul permits per established guidelines.

Maintain accurate time records for department employees and input time records and other information into the Integrated Road Information System (IRIS) and prepare reports from the database.

Maintain files and records relating to department activities. Process a wide variety of forms, and prepare informational lists.

Type and edit correspondence, contract documents and reports. Prepare and post advertisements for purchasing and road improvement contracts.

In the absence of the Office Manager or when needed, prepare payroll records and prepare claims for payment of purchases.

Perform cash handling duties in accordance with the County Cash Handling Standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Assistant Road Department Director who assigns and reviews work for conformance with established policies and procedures.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent and at least two years general office experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of office practices and procedures. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to communicate effectively in both written and verbal form. Ability to organize, prioritize and produce accurate work product. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Occasional projects may require exposure to outdoor weather conditions and terrain.