

WORTH COUNTY ENGINEERING DEPARTMENT JOB DESCRIPTION

Job Classification: Administrative
Position: Full-Time Administrative Assistant
Salary: \$18-\$24/ hour (based on a 35-hour work week)
Reports to: County Engineer

Summary:

Under the general direction of the county engineer, provides a variety of office and administrative support services, including preparing payroll and maintaining personnel records; paying claims; general record keeping and filing; operating office equipment; and clerical and reception work.

Essential Duties and Responsibilities

Including, but not limited to, the following. (Other duties may be assigned.)

- Answers telephone and routes calls to appropriate parties. Records and delivers messages. Provides callers with information and assistance.
- Manages and schedules safety training for the Department.
- Ensures proper documentation of injuries and reporting when needed.
- Greets persons visiting office.
- Answers and dispatches messages on two-way radio.
- Prepares department's payroll by become familiar with labor contracts and maintain accurate records of vacation, sick leave, holidays, and overtime for processing information from time sheets and entering information on computer.
- Submits completed payroll form to engineer for approval and delivers to Auditor.
- Prepares all claims against department for payment and enters on computer making sure DOT and Auditor's coding are correct. Presents claims to engineer for approval and then submits to Auditor for payment.
- Keeps accurate DOT accounting records and works with county auditor to ensure monthly county appropriations report and DOT budget report are balanced.
- Assists the engineer in preparing the DOT budget and program by preparing forms, checking for accuracy and making maps.
- Regularly appraises the county engineer of the secondary road and roadside management departments' financial condition and of any anticipated need for budget amendments.
- Prepares and sends invoices on behalf of department.
- Records and reviews disbursements and cash receipts.
- Assists in monitoring Secondary Roads equipment inventories.

Education and/or Experience, Skills

Candidates must possess a High School diploma or G.E.D. equivalent. Accounting degree is not required but past experience with bookkeeping and accounting type duties is desirable.

The individual must possess the ability to calmly deal with the public in person and over the phone in a professional and courteous manner.

Be proficient in clerical procedures, such as typing, filing and record keeping.

Has the ability to establish and maintain effective working relationships with fellow employees, supervisors and the public.

Experience in Microsoft Word and Excel preferred.

Environment

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

The work environment typically includes sitting in an open office environment, using office equipment and computers. In addition some light lifting of supplies may also be encountered.

Applications will be taken until the position is filled. Applications may be picked up and received from 8AM to 3PM, Monday–Friday at the Engineers Office, 1000 Central Avenue, Northwood, Iowa 50459, or on-line at www.worthcountyiowa.gov. Worth County is an Equal Opportunity Employer.