



POSITION DESCRIPTION Roads Department Secretary FLSA Status: Non Exempt County Classification: Occupational	16 November 2015 Reports to: Duchesne County Roads Manager Revised: Human Resources Initials: _____
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POSITION PROFILE <ul style="list-style-type: none">• Performs a variety of receptionist and secretarial duties designed to expedite customer service, monitor costs, keep and record inventory, and maintain roads department records including equipment maintenance records.
GOALS <ul style="list-style-type: none">• To ensure work performance, effective time management practices, and attention to detail.• To maintain a safe and clean environment.• To articulate and convey information accurately and appropriately to staff and public.• To enhance technology and other job-related tools.
ESSENTIAL FUNCTIONS <ul style="list-style-type: none">• Performs clerical and secretarial duties as needed to expedite day-to-day operations and office functions.• Responsible for the creation and maintenance of daily cost control spreadsheets.• Assists supervisors in cost control procedures.• Responsible to create and update maintenance records for all departmental equipment.• Secures necessary permits.• Performs and records shop inventories.• Works closely with Roads Department Supervisor, Shop Mechanic and Equipment Operators to ensure paperwork is completed on-time and accurately.• Responsible for weekly timesheet data entry in OnBase and bi-weekly payroll submittals.• Organizes and maintains files of records and correspondence of both a routine and confidential nature.

- Creates, modifies and purges case files for processing, scanning and indexing into the computer digital database.
- Maintains and organizes records room.
- Answers queries by searching and retrieving files to aid in retrieving information.
- Performs data entry.
- Provides support to various programs of the roads department.
- Maintains Roads Department employee training records; and
- Answers incoming phone calls, determines most appropriate respondent to questions and routes calls or to appropriate departments.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Two (2) years of experience performing the above or related duties; including DOT administration and compliance

SKILLS/ABILITIES

- Utilization of time management skills
- Exemplify professional skills and organizational skills.
- Attentive to detail including the ability to observe multiple activities and quickly identify
- Computer skills using MS Office – Specifically Microsoft Excel - and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality with public, staff and management
- Ability to communicate effectively verbally and in writing.
- Ability to read and accurately interpret the English language

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely and have a good command of the English language.
- Must be able to respond to inquiries from public and other agencies.

REASONING ABILITY

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to communicate understandable instructions to public, staff and management in day to day operations of the office.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Climb or balance, stoop, or kneel frequently.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.