



## Roads Department Secretary OPEN POSITION

***This is a part-time position, with the potential to become full-time. Seeking for a candidate who is interested in either part-time or full-time employment.***

### **POSITION PROFILE**

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.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Roads Department Supervisor.

### **ESSENTIAL FUNCTIONS**

- 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 organize 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.

### **MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent;
- Two (2) years of experience performing the above or related duties; including DOT administration and compliance
- Must be able to successfully complete a pre-employment background check and drug screen.

#### **APPLICATIONS**

County website at <http://duchesne.utah.gov>

In person: Duchesne County Administrative Office Building, 734 N Center St,  
Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: Human Resources: Duchesne County Administrative Office Building  
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHEсне COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.**