

Job Title: Administrative Assistant Road & Bridge

Department: Engineer's Office

Immediate Supervisor: Engineer

BRIEF DESCRIPTION OF THE JOB: Responsible for the administration of the Engineer's Office.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time

Physical Strength Code

1) Processes vendor payments by matching bills with purchase orders, filling out and coding purchase orders, communicating with vendors regarding discrepancies and obtaining payment checks from the Auditor's office.	30%	S
2) Manages telephone customer requests by receiving telephone calls, taking road complaints and work orders, calling for cable locations, ordering road materials, handling 2-way radio for the department, calling out for emergencies and taking messages for personnel.	30%	S
3) Performs management duties by preparing reports, assisting with the 911 road-naming project, completing computer work, reporting trash on roadways, assisting visitors with citizen complaints and processing billing.	20%	S
4) Processes payroll by ensuring the accuracy of time cards, completing paperwork for new and terminated employees, processing paperwork for step raises and compiling awards information.	20%	S
<p><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Assisting at counter
Sitting	C	Desk work
Walking	O	To other departments
Lifting	O	Supplies
Carrying	O	Files
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	F	Computer keyboard, calculator
Reaching	C	For papers, telephone
Kneeling	O	Filing
Crawling	N	
Twisting	O	Filing
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot Controls	N	

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Machines, Tools, Equipment and Work Aids:

Computer and related software, calculator, typewriter, 2-way radio, telephone, fax machine, copier

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	R
Frequent Change of Tasks	O	Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	O	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Notary Public

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.