

Administrative Assistant - Position Available

The Warren County Engineer's office is seeking qualified candidates to provide general office support to the department head and other employees under his supervision. Duties will include services of considerable scope and diversity involving public contact, Office equipment operation, and maintenance of internal operating records. The candidate will gather pertinent information for Board meetings and prepare the Board resolutions. Strong communication, written, and record keeping skills are required. Must be proficient in all applications of Microsoft Office. Salary range is \$30K to \$45K per year, plus standard County benefits.

Please provide a resume and cover letter to the Warren County Engineer by October 31, 2009. Additional information may be found on the Warren County website under Job Postings: <http://www.co.warren.ia.us/jobs.htm>

Please scroll down for a complete description of duties.

Mail to: Warren County Engineer
301 N. Buxton, Suite 211
Indianola, IA 50125

WARREN COUNTY CLASS SPECIFICATION

Department: Engineer's Office/Secondary Road Department

Title: Administrative Assistant

FLSA: Nonexempt

Job Summary

Under general supervision, assists the department head in carrying out his/her program responsibilities by providing general office and related quasi-technical support services of considerable diversity and scope involving public contact, skilled equipment operation, and maintenance of internal operating records. Performs related work as required.

Typical Duties and Responsibilities

Assumes responsibility for work being done in a professional and timely manner, seeing that rules and regulations of the agency are followed as set forth to ensure effectiveness and adequacy.

Works with the general public in receiving and providing appropriate information about specific departmental policies, rules and regulations.

Composes and types correspondence, reports, and related written materials. Organizes and maintains agency files for specific use. Uses a computer to enter, store, remove or retrieve specific data.

Gathers pertinent information for board meetings, attends board meetings and prepares resolutions acted upon.

Develops and maintains departmental records relating to construction projects, general correspondence, purchasing and inventory of equipment. Manages issuance of various permits and related items.

Maintains numerous records relating to personnel and related administrative areas.

Knowledge, Skills and Abilities Required

Grammar, sentence structure, spelling and punctuation;

Basic office systems and practices, business forms and format, the maintenance of complex records and the use of guides and reference materials;

Business arithmetic (addition, subtraction, multiplication, division, including fractions and percentage);

Basic bookkeeping principles and practices;

Proficiency with the general public;

Computer skills including but not limited to: word processing, spreadsheets, desktop publishing, and the ability to learn various county related programs;

Learn the department's functions, procedures, policies, regulations, communication channels and objectives.

Ability to:

Operate a typewriter, computer, photocopier, adding machine, telephone, fax machine, 2-way radio, fuel station key coder and related modern office equipment;

Establish and maintain effective working relationships with others;

File written material and post numerical data accurately;

Follow complex oral and written instructions in detail with speed and accuracy.

Detailed Description of Duties/Responsibilities

(This description gives a general overview of the duties and responsibilities, but is not all inclusive.)

Aids in processing contracts, pre-construction agendas and minutes, change/extra work orders, progress vouchers, weekly working day reports and general correspondence for construction projects;

Assists general public when applying for driveway access permits, works with applicable county departments, gathers pertinent information and calculates costs involved before billing;

Contacts Emergency Management, schools and post offices regarding temporary road closures;

Works with Sheriff's Office regarding varied concerns from the general public;

Processes utility permits, grant and permit forms, moving permits, annual oversize/overweight permits for Secondary Road vehicles;

Keeps equipment inventory; work with DOT to obtain titles, registrations and plates; contacts insurance company to add or delete equipment; communicates with shop foreman regarding equipment;

Obtains information needed and communicates with insurance agent and company to process insurance claims on vehicle damage;

Schedules reservations for facilities, plans and maintains an adequate supply of office materials and supplies;

Monitors health, life, disability, dental and vision insurance billings for department's employees;

Completes forms regarding employee injuries which includes contact with employees, physicians offices, workers compensation and payroll personnel, and keeps summary of injuries for OSHA;

Keeps updated driver license information of department's employees holding CDL's;

Maintains numerous records relating to personnel and related administrative areas of department's employees;

Assists in dust control program which includes contact with dust control providers and their customers, Road Superintendent, rock haulers and blade operators;

Assists general public with weed spray requests, keeps records of "do not spray" applicants and works with the Weed Commissioner regarding requests and complaints;

Keeps record of Adopt-A-Highway participants and coordinates litter pickup dates with Road Superintendent;

Assist general public with roadway, roadside, bridge, culvert, right-of-way and road vacation questions;

Assists with the shared fuel station which involves, but is not limited to, requesting fuel quotes, notifying low bidder to verify bid and make delivery arrangements, calculating price to charge for billing, sending statements to users

of shared fuel station, assisting in coding fuel keys, maintaining records of vehicles and personnel using the system and gathering information to maintain insurance on underground fuel tanks;

Opens and distributes mail, records any checks received (verifies with designated employee), maintains monthly spreadsheet of revenue & expenditures to balance against ledger;

Receipt revenue into Treasurer's office;

Receive invoices (Claims) from County and verify account information prior to Engineer's approval, transfer claims to Auditor for bookkeeping data input;

Prepare year end records for state audit;

Track time off for employees and make available for scheduling purposes;

Prepare annual audit report;

Store paper documents according to State of Iowa Regulations;

Prepare information for workers compensation auditors.