**WASHINGTON COUNTY ROADS DEPARTMENT**

**POSITION TITLE:** Secretary

**DEPARTMENT:** Administration

**REPORTS TO:** Office Manager and/or Highway Superintendent

**POSITION SUMMARY:**

Provides clerical, accounting, bookkeeping and personnel support to the Administration department.

Answers general inquiries and provides research and necessary information to customers, employees, and supervisor. Maintains confidential, accurate, and up-to-date filing system.

**PRIMARY RESPONSIBLITIES:**

1. Provides clerical support for the Administration department. Reads and routes incoming mail. Answers

 telephone and gives information to callers, routes calls to appropriate official, or takes messages as needed.

 Schedules appointments for customers and employers. Greet visitors, handling their concerns and

 complaints or directing them to the appropriate official. Composes, types, and files routine

 correspondence and other records. Completes special projects including work processing and mass

 mailings, as needed.

2. Provides accounting support to Administration department. Maintains accurate accounting reports

 and filing system. Enters and retrieves information, as required.

3. Provides bookkeeping support to Administration department. Prepares and maintains cost and

 budget reports and inventories regarding county machinery, equipment, materials, and townships

 to ensure proper documentation and adhere to county regulations. Develops, updates and maintains

 any other bookkeeping files when needed.

4. Provides personnel support to Administration department. Accurately collects and maintains monthly

 attendance records of employees. Prepares and distributes monthly payroll for employees. Maintains

 precise and confidential records of all personnel information. Enters and retrieves information, as required.

5. Prepares daily, weekly, monthly, and annual reports in conjunction with Washington County and State of

 Nebraska regulations. Prepares documents, contracts, bids, and permits regarding current Washington

 County Road Department projects.

6. Provides necessary research to appropriate personnel regarding specific Washington County Road

 Department projects.

7. Updates and maintains a general working knowledge of departmental computer programs and

 GIS MAPPING helpful.

8. Operates hand radio to receive and relay information to employees and supervisor regarding gravel

 and rock orders and other pertinent job information. Distributes maps to employees and customers

 that provide proper location of county employees and projects.

9. Notifies proper authorities (ie., law enforcement, school districts) regarding road closures or general

 road information.

10. Maintains contact with supervisor to receive work instructions or to provide supervisor with

 administrative information.

11. Performs all other duties as assigned by Office Manager or Highway Superintendent.

**WORK RELATIONSHIPS:**

Continuous communication with all Washington County Roads Department personnel and County Roads Superintendent in supporting the daily functions of the department. Communicates regularly with Washington County Courthouse Officials and other government entities to provide road information. Frequent contact with truck, gravel and supply companies, and other outside agencies. Frequent contact with local county residents, dealing with concerns and complaints that residents may have toward Washington County Roads Department services.

**WORKING CONDITIONS/EQUIPMENT:**

Work performed indoors with physical activity consisting of normal office work and occasional light lifting. Utilize basic office machines and computer equipment continuously.

**MINIMUM QUALIFICATIONS:**

* 1 year advanced education or the equivalent in experience.
* 1 year applicable experience.
* Strong PC skills, including word processing and spreadsheets.
* Strong working knowledge of bookkeeping and accounting principles.
* Strong organization and communication skills.
* High level of accuracy.
* Ability to handle confidential information.

 Employee Signature Date