

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Clerk
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F *Summer Hours vary.
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)
DATE WRITTEN: September 1995 **STATUS:** Full-Time
DATE REVISED: February 2018 **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Clerk for the Highway, responsible for performing various data records and clerical tasks.

DUTIES:

Answers telephone and greets office visitors, responding to complaints, providing information and assistance, taking messages, and/or transferring/directing to appropriate individual or Department.

Records, organizes, and responds to complaints, dispatching requests for action to crews or routing to appropriate personnel.

Maintains and orders fuel and gas for all County offices, balances, and sends offices monthly updates. Works with Bookkeeper to prepare fuel invoices for other departments.

Maintains and complies with regulations, registrations, and filings for Steuben County's aboveground storage tanks.

Maintains and updates State road inventory, daily cost accounting and vehicle repairs records, garage parts inventory pricing, and Highway Department equipment inventory.

Submits utility locates for highway work.

Prepares County road training materials for new employees.

Assists Engineer and Superintendent with correspondence and various operations of the Department.

Attends meetings as needed.

Periodically performs duties of Bookkeeper in his/her absence.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax, typewriter, copier and calculator.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare correspondence and reports. Ability to maintain confidentiality of Department records and information as required.

Ability to understand and follow oral and written instructions, and work with others in a team environment.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work on several tasks at the same time and to complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other County departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended hours.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of bookkeeping and clerical duties according to a flexible, customary routine with priorities determined by supervisor and seasonal deadlines. Work is reviewed through random checks at critical phases and upon completion of specific duties for adherence to instructions/guidelines, compliance with department policies and procedures and appropriate service to the public.

Errors in incumbent's work are usually prevented through procedural safeguards and prior instruction from supervisor. Errors are readily detected through standard bookkeeping checks, supervisory review and notification from other departments. Undetected errors may result in loss of time for correction, loss of money to the department, loss of money to other agencies or the public and/or inconvenience to the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and the public for the purpose of exchanging information and directing visitors and callers. Incumbent reports directly to Highway Engineer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods and lifting objects weighing less than 25 pounds. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Clerk for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date