

**PROOF OF EDUCATION REQUIRED WITH APPLICATION
VACANT POSITION**

DEPARTMENT: PUBLIC WORKS

OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>

SUBMIT APPLICATION: employment@spaldingcounty.com or to 119 E. Solomon Street

CLOSING DATE: Until Filled

Job Title: Administrative Assistant II (position #3601)
Salary: Pay Grade 7; Hiring Rate \$38,584 per year
Provisions of Personnel Ordinance for promotion/demotion/transfer
Work Schedule: Monday – Friday, 8:00 am – 5:00 pm. Overtime as required.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a High School diploma or state awarded GED and a minimum of three (3) years of general office, clerical, bookkeeping, and/or accounting experience (or related); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must have extensive working knowledge with the Microsoft Office Suite products.

GENERAL STATEMENT OF JOB: Under limited supervision, this position is responsible for performing administrative support staff duties which include clerical and administrative activities. Duties include typing, operating a computer, filing, coordinating calendars and schedules of managers, completing various reports and documents and answering and directing telephone calls. This position may also be responsible for assisting the general public with questions and inquiries. Reports to the Public Works Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machine, including typewriter, computer, printer, copy machine, facsimile machine, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Acts as the Secretary for the Public Works Director by scheduling meetings, arranging calendars, taking messages and composing correspondence.

Types correspondence and memos for the Public Works Director such as supply requisitions, accident/loss reports, etc.

Performs a variety of receptionist duties such as greeting visitors, answering incoming calls, relaying messages to staff members, directing visitors/callers to appropriate personnel, and providing information and assistance to callers.

Performs customer service functions: provides information and assistance related to department services, procedures, forms, fees, or other issues; answers calls regarding roads, driveways, recycling, logging, and directions; answers two-way radio calls from employees and other departments; assists detail officers with exact location of road, right-of-way on roads, etc.; responds to questions/complaints, researches problems, and initiates problem resolution.

Prepares work orders for road problems; forwards work orders to employees using work order software system for completion of work.

Contacts utility protection agency (UPC) for utility locate for work orders involving digging for gas, water, telephone, television, cable, electric lines located on County right of way; ensures that utilities have been marked by respective utility company within required timeframe.

Prepares and/or processing departmental payroll/time card tasks, work orders, gasoline logs, work schedules, on-call schedules, work order logs, inventory lists, etc.

Maintains various personnel related information, such as sick and annual leave time used by each staff member; reviews time sheets for accuracy; verifies and posts annual, sick, and offset time; issues vacation request forms; prepares work schedules; copies and distributes employee evaluation forms; monitor work hours of part-time employees during Affordable Care Act measurement periods.

Prepares monthly reports such as fuel reports, non-revenue water reports and National Pollution Discharge Elimination System (NPDES) reports for the Board of Commissioners.

Receives departmental invoices, verifies accuracy and forwards to appropriate department for payment.

Issues various permits and licenses including logging permits. Logs permits issued; sets up primary driveway inspection; prepares actual permit; collects permit fees; and prepares paperwork for final release of bond.

Prepares weekly deposit from driveway pipes sold and re-inspection fees. Maintains cash box.

Distributes logging applications; ensures that logging companies have posted required bond, and are familiar with logging procedures; verifies that previous logging permits have been inspected and released before new permits are issued; issues logging company driveway stakes to mark driveway entrances; forwards copies of logging permits.

Sells and assists residents/contractors with driveway pipe procedures for County right-of-way; advises residents to pick up stakes to mark driveway entrances; prepares driveway request forms for pipe size inspection; after inspections, notifies residents of required pipe size and provides instructions for County-installation or resident-installation; answers various questions regarding driveway pipe problems, County right-of-way, private property, and driveways.

Assists Public Works Director with scheduling of meetings, interviews, arranging calendar, taking messages and composing correspondence.

Maintains Public Works Daily Work Procedure and Recycling booklets for each employee.

ADDITIONAL JOB FUNCTIONS

Assists in supervising and directing department work activities in absence of department director, assistant director, and office manager.

Performs other related duties as required.

September 16, 2021
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