

## MORGAN COUNTY POSITION DESCRIPTION

**TITLE** Administrative Assistant

**GRADE** 5

**DEPARTMENT** Road & Bridge

**DIVISION** Professional & Admin

**EXEMPT/NON-EXEMPT** Non-exempt

**REVISED** September 1, 2017

### GENERAL STATEMENT OF DUTIES:

Administrative support for Public Works Director and department managers. This position is responsible for effective communication to all personnel in the department in both an oratory or written method.

### ESSENTIAL FUNCTIONS:

*The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.*

- ◆ Coordination with Public Works Director, Road Manager, and Bridge Manager for the efficient and timely administration of the Road and Bridge office.
- ◆ Responsible for telephone communication to include message taking and delivery.
- ◆ Maintain radio communication with on-the-job personnel as instructed.
- ◆ General office duties to include but not limited to: typing, computer operation, correspondence as instructed, proper completion of County procurement policy, insurance work comp claims and follow-up, access letters, sprinkler letters, locates, issuing road permits, gravel pit reports, requisitions, vouchers, log keeping, time cards, time sheets, filing required reports by Federal, State, and County regulation.
- ◆ Maintain accurate personnel records and personnel work and maintenance reports.
- ◆ Assist in bid preparation.
- ◆ Assist in budgetary preparation as necessary.
- ◆ Attendance of job enhancement classes and conferences as necessary.
- ◆ Performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Must be safety conscience with the ability to communicate the need for safety to co-workers.

- ◆ Must have the ability to adapt to a rapidly changing work environment.
- ◆ Must have organizational and clerical skills such as typing, computer operation, word processing, filing, and telephone skills. Must be able to compose, edit and complete correspondence as needed.
- ◆ Must be able to work without direct supervision.
- ◆ Must have pleasant customer service skills for co-workers and the general public.
- ◆ Must maintain an excellent record of attendance and punctuality.

#### SUPERVISION RECEIVED:

Reports directly to the Public Works Director and as necessary to the Road and Bridge Department Managers.

#### QUALIFICATIONS:

- ◆ High school diploma or equivalent.
- ◆ Ability to read and write English at a twelfth grade level.
- ◆ Valid Colorado Driver's License or ability to obtain.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

#### WORK ENVIRONMENT:

Work is generally confined to a standard office environment.

#### PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 50 pounds occasionally and 25 pounds frequently.

- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally\* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent\* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

\*Occasionally: Activity exists less than 1/3 of the time.

\*Frequently : Activity exists between 1/3 and 2/3 of the time.

\*Constantly : Activity exists more than 2/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources:	Date: