

CODE: 4114
GRADE: 24

THOMAS COUNTY, GEORGIA
JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS ADMINISTRATIVE ASSISTANT – GENERAL OPERATIONS

GENERAL STATEMENT OF JOB

Under general supervision, performs moderate to complex administrative, secretarial, bookkeeping, and clerical work in support of effective and efficient department operations. Work may involve maintaining effectively the operations of the department in a manner that facilitates the smooth transition of the citizens inquiries being directed to the proper personnel; assisting and greeting people with a friendly, and professional introduction to the department and calm their anxieties and concerns; providing the public a reception that reassures them in a constructive manner; maintaining properly all financial and legal documents associated with the operations of the department; ensuring the correctness and full disclosure of all paperwork and documents; performing secretarial and clerical support to the staff; performing various bookkeeping necessary for the Commissioners; generating statistical reports, managing all aspects of the office; and coordinating instructions from supervisors. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Reports to the Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Calculates and prepares the payroll.

Prepares and compiles weekly and monthly reports for various departments such as accounting, etc.

Orders and maintains supplies for the department.

Records and types the Road Committee and Solid Waste Committee meetings minutes.

Answers the telephone; screens callers; provides information as requested or forwards calls to appropriate staff person; takes messages as necessary.

Prepares deposits

Enters daily transactions in the computer.

Maintains personnel records.

Files records, reports, and paperwork.

Provides assistance to the public either in person or over the telephone.

Types a variety of correspondence, reports, contracts, legal notices, etc., into form from typed or

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handwritten copy, assuming responsibility for spelling, punctuation, grammar and format; summarizes data in preparation of standardized reports.

Prepares and maintains all financial accounts; receives and prepares all invoices for department; prepares and maintains financial audit reports.

Prepares and maintains personnel files.

Maintains all office equipment.

Provides assistance and back-up support when needed.

Receives and/or reviews various records and reports such as invoices, cash, money orders, checks, criminal background requests, time sheets, audit reports, monthly account allocations, daily work reports from personnel, receipts for Commissioners' Office, weekly truck/equipment inspections; monthly department expenditures, monthly accounts receivable/revenue totals, accounts payable invoices, inmate overtime slips, mail, bank statements, billing, stock requests, work orders, budget, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports such as monthly stock reports, payroll, minutes, budget, weekly and monthly reports, bank reconciliation, time cards, incident report, purchase requisitions, sanitation daily weight reports, weekly/monthly/annual road report, utility locates, agendas, minutes, presentations, validation reports, financial reports, training records, personnel per-employment, and various other records, reports, memos, correspondence, etc.

Refers to various information such as Sheriff's Directory, plats, plans, deeds, easements, statistical reports, road file, Department operating procedures, County ordinances, Internet, budget, policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of office equipment such as computer, printer, copier, fax machine, telephone, calculator, postage machine, adding machine, etc.

Uses secretarial and clerical supplies, and computer software such as Microsoft Word, Microsoft Excel, Microsoft Publishing, Lotus, Microsoft Outlook, Corel, Smart Fusion, etc.

Interacts and communicates with various groups and individuals such as immediate supervisor, County Manager, Purchasing Department, Commissioners, department supervisors, other department supervisors, personnel in other departments, contractors and developers, various law enforcement and court officials, and the general public.

Receives payments; maintains accounts receivable ledger for balance at the end of the month; prepares accounts payable invoices.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required by the Public Works Director

MINIMUM TRAINING AND EXPERIENCE

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Requires a vocational degree/diploma with three to four years of responsible administrative or clerical experience, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, computer manuals, directories, maps, codes and ordinances, etc. Requires the ability to prepare reports, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.