

JOB DESCRIPTION
Secretary, County Road Department

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CHARACTERISTICS OF POSITION: Perform clerical duties and deal directly and indirectly with the public. Must maintain security and confidentiality under the direction of the County Road Supervisor.

EXAMPLES OF DUTIES: This position requires typing letters, filing, answering the telephone, keeping monthly expenditures for each Magistrate and preparing a monthly report for the Supervisor to hand out at Fiscal Court meetings. Must also log all complaints and give a brief description of the problem and include a call back number of the person making the complaint. Maintain records of all roads in the County Road System. Assure adequate office and cleaning supplies are on hand or on requisition. Requisition Purchase Orders and maintain a log on all items purchased. Other duties as assigned or deemed necessary to complete the mission.

TRAINING AND EXPERIENCE: High School graduate with knowledge of modern office procedures and experience with secretarial duties and computer and typewriter operations.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES: Must be able to work with the public and maintain a favorable working relationship with other employees. One must be able to perform duties with record keeping, computer, typewriter, copier, and other office equipment. One must also possess the ability to communicate with others on the radio system at the Road Department. One must possess the ability to maintain security and confidentiality on all matters conducted at the Road Department.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS: This position is not strenuous in any way nor does it require excessive lifting or bending.