

**Job Description: ADMINISTRATIVE ASSISTANT/ FINANCIAL OFFICER
(ROAD & BRIDGE)**

CLASS NO. 2107

EEOC CATEGORY: Officials & Administrators

PAY GROUP: 20

FLSA: Exempt

SUMMARY OF POSITION

Processes accounts payable/receivable for department, answers service requests, and maintains departmental records, including personnel and equipment information, contracts, payroll, budget, annual reports, etc.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Engineer.
2. Directs: This is a supervisory position.
3. Other: Has contact with various governmental entities, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists the County Engineer in assigned tasks and delegates work to clerk and secretary as needed;

Answers and places telephone calls, including handling services requests and responding to personnel questions, takes messages, forwards callers, and completes forms as appropriate;

Types routine letters, memos, and other correspondence and makes copies of documents as requested;

Maintains employee time sheets updates employee leave records, enters information into computer, calculates payroll, enters data into ledger, and provides County Treasurer with necessary information;

Establishes and maintains manual and/or computerized filing system;

*for the purpose of compliance with the American with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/14/2012

Chambers County

CLASS NO. 2107 (Continued)

Prepares and files commissioners court minutes pertaining to road and bridge;

Prepares County Engineer's quarterly newsletters, including compiling information, entering data into computer, editing information, and mailing;

Prepares all claims and;

Prepares and updates bid packets, contract, agreements, reports, etc., road and bridge dept.;

Maintains and updates personnel records for the road and bridge dept.;

Compiles data for annual report, including updating map of light trap locations, calculating number of hours works by employees, calculating costs of materials and equipment, and recording service requests received; and

Maintains accurate and readily accessible office filing system which includes invoices, payroll and equipment maintenance.

Balance tracking with general ledger (monthly), receive requisitions from other county departments and will journal entry to stock account, and balance gas report.

Other Important Duties*

Prepare all FEMA PW for Road & Bridge Department;

Prepare all invoices for Special Projects within the county;

Emergency Management Department;
McCollum Park Project;
Oak Island Volunteer Fire Department;
Smith Point Volunteer Fire Department;
Weigh Station Project;
1409 Project;
Kilgore Parkway Project

Assist the Project Manager on daily project within the county;

Assist the County Engineer with projects and financial decisions

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Chambers County