Job Description: SECRETARY II – PAYROLL/INVENTORY (ROAD & BRIDGE)

CLASS NO. 2120 **EEOC CATEGORY:** Office/Clerical

PAY GROUP: 14 **FLSA:** Nonexempt

SUMMARY OF POSITION

Performs clerical support tasks for public works administration. Duties include preparing payroll records and reports; maintaining general ledger of purchases, inventory records, and employee time records; creating computer spreadsheets for specialized tasks; and answering the telephones.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant/Financial Officer

2. Directs: This is a non-supervisory position.

3. Other: Has daily contact with co-workers

EXAMPLES OF WORK

Essential Duties*

Prepares payroll for road and bridge, including documenting total hours from time cards, classifying type of work and equipment used, entering data into computer, tabulating payroll, reconciling time cards with computer records, and forwarding payroll reports to county treasurer;

Maintains general ledger of purchases for road and bridge, including posting invoices or purchase orders to ledger, generating activity reports, and generating purchase statements for county engineer weekly;

Maintains materials inventory records and journals and ledgers on use of fuel, materials, and parts;

Updates job, equipment, and materials expense records daily and prepare monthly total cost report;

Types bid packets for fuel, road base materials, pipes, herbicides, and equipment;

Maintains computer records of employee sick leave, emergency leave, and vacation time, and generates quarterly leave report for County Treasurer;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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Prepares various computer spreadsheets related to payrolls, bids, etc.;

Prepares monthly Job Cost Report for County Engineer's review;

Generates annual reports, including detail cost, cost summary, time ticket history, department history, and general ledger reports; and

Answers two-way radio and telephone, takes messages, answers questions, or directs calls as necessary.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles; and payroll procedures.

Skill/Ability to: operate a computer using standard spreadsheet and word processing software packages; operate standard office equipment including typewriter, calculator, and copy and fax machines; type accurately at a speed of at least 40 words per minute; maintain up-to-date manual and computer records; establish and maintain effective working relationships with co-workers and county officials; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of related office clerical experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

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