

Job Description: SECRETARY II – PURCHASING
(ROAD & BRIDGE)

CLASS NO. 2121

EEOC CATEGORY: Office/Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Performs general clerical and secretarial tasks related to public works administration. Duties include completing and processing purchase orders, greeting the general public in the office or over the telephone, receiving request forms for driveway installations, issuing solid waste permits, typing letters and forms, and preparing accident reports.

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*

Completes and processes purchase orders for public works departments, including listing proper account numbers, attaching requisitions and claim sheets, preparing billing breakdowns for departments, and entering claims in computer;

Greets the general public within the office or over the telephone and answers questions, provides information, or directs individuals to proper party as necessary;

Places orders for fuel, construction materials, etc.;

Types various letters, forms, reports, and correspondence as directed;

Assists individuals in preparing requests for driveways, including providing price quotes, collecting fees, completing pipe delivery and installation tickets, and completing related reports;

Receives, prepares, and files citizen complaints;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

Completes new employee intake paperwork;

Prepares and files accident reports; and

Assists other secretaries with assigned duties as needed or in their absence, including posting time cards and payroll, maintaining equipment and material use records, updating employee vacation and leave time records, etc.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures; and correct business English, spelling, punctuation, and arithmetic.

Skill/Ability to: operate a computer using standard work processing and spreadsheet software packages; operate modern office equipment including typewriter, calculator, and copy and fax machines; accurately type at a speed of at least 50 words per minute; take complete and accurate messages; establish and maintain effective working relationships with co-workers, other county employees, officials, and the general public; 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 secretarial experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.

This job description does not take into account potential reasonable accommodations.
8/2012