

Kingsbury County, South Dakota

Job Title: Administrative Assistant II – Highway

Reports To: Highway Superintendent

FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the Highway Superintendent, the Administrative Assistant II – Highway is responsible for performing a variety of clerical work and fiscal work for the Kingsbury County Highway.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Serve as department receptionist to include answering the telephone, greeting the public, and answering questions and inquiries regarding departmental and county policies and procedures; directs the general public/vendors to the appropriate department personnel.
- Maintains departmental personnel files; prepares and maintains timecards; prepares personnel action notices to be forwarded to the Human Resource Office.
- Prepares claims, invoices, vouchers, requisitions, and purchase orders for review of the highway superintendent and county commission to be forwarded to the County Auditor's Office.
- Assists the highway superintendent in preparing reports; may require research of records and files.
- Purchases and maintains inventory of office supplies; maintains and coordinates inventory in conjunction with the shop foreman.
- Operates two-way radio equipment; relays messages as needed.
- Responsible for the receipt and disbursement of accounts receivable data.
- Responsible for the recording of all financial, personnel, and project information to include (but not limited to) current liquid and fixed asset accounts and the posting of invoice and time/equipment cards to ledger and receipt journals.
- Maintains accurate records required by law for review by state auditors, County Auditor, the highway department, and County Commission.
- Types and prepares needed memoranda, letters, and statistical reports as required; may assist highway superintendent in budgetary matters and records as requested.

SECONDARY DUTIES:

- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers in the office with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other duties and functions as deemed necessary, or as assigned by Highway Superintendent.

MINIMUM QUALIFICATIONS and SKILLS:

- High School Diploma or G.E.D. Certification.
- Must possess a South Dakota Driver's license.
- Ability to prepare clear, concise and accurate reports.
- Ability to understand and follow both verbal and written instructions quickly and accurately.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective relationships with employees, other agencies, and the public.
- Ability to display efficient use of time and proficient organizational skills with specific attention to detail.
- Ability to make mathematical calculations rapidly and accurately.
- Extensive knowledge of modern office practices, procedures and equipment including computers, computer programs, and scanner, etc.
- Willingness and ability to undertake such specialized training and/or education as may be needed to effectively perform duties and responsibilities as required.
- Demonstrate organizational skills.
- Ability to work with minimal supervision.

EXAMINATION, TESTING, AND CERTIFICATION

- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to manipulate objects using fine motor skills, handle, or feel; the employee is regularly required to communicate.
- The employee frequently is required to stand, sit, and reach with hands and arms.

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- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds and occasionally up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the noise level in the work environment is usually moderate.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Administrative Assistant II – Highway. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed