

Date Posted: 10/5/17

Applications accepted until: 10/19/17

Elbert County is an Equal Opportunity Employer

If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Or email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



Public Works Administrative Assistant I

Department: Public Works

Salary: \$2,473 - \$ 3,091/month

Date: October 2017

FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES

Position provides administrative support in the Public Works Department and serves as the focal point of communication for customers and employees. Regular schedule is Monday – Thursday, 7:30 – 5:00, 36 hours/week, full-time with benefits.

JOB RESPONSIBILITIES

- Responsible for Pub Works program including daily data input of employee hours, equipment use and materials used by area or project to assure accurate job cost records;
- Generates numerous reports from Pub Works program enabling the Road and Bridge Superintendent to track costs and type of work;
- Tracks maintenance and billing on fleet vehicles;
- Processes invoices for payment verifying goods and services received and following procedures as per the County adopted purchasing policies;
- Reviews applications, collects fees and issues driveway/grading/public improvement/over lot grading permits;
- Receives road calls/complaints and documents in Pub Works system for assignment to appropriate staff for response;
- Provides information and customer assistance to inquiries via phone or walk-in including directing persons to appropriate department;
- Performs routine clerical work in support of the department;
- Covers for front desk personnel as needed answering phones and greeting public;
- Composes routine correspondence proofreading for accuracy and completeness;
- Maintains files according to established methods and procedures;
- Reports utility line cuts to appropriate agencies;
- Schedules and collects fees for reservations of fairgrounds facilities including campground;
- Sorts and distributes incoming mail, processes outgoing mail;
- Additional duties as requested.

KNOWLEDGE/SKILLS

- Excellent customer service, interpersonal and organizational skills;
- Excellent communication skills – written, verbal and listening;
- Must be self-motivated and proactive in problem-solving;
- Ability to multi-task and be flexible with changing work assignments;
- Ability to perform routine computer functions and learn new applications as necessary;

- Ability to complete work accurately and timely with attention to detail;
- Must be a team player and support a team work environment;
- Knowledge of basic bookkeeping.

RESPONSIBILITY

Responsible for independently performing routine work following set procedures and policies; direction comes from the Public Works Director who reviews work in process or upon completion; supports other department personnel.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- Basic computer skills (Word/Excel)
- Ability to operate standard office equipment
- Minimum two years customer service experience

ADDITIONAL REQUIREMENTS

- Must possess and maintain a valid Colorado driver’s license with acceptable motor vehicle record
- Must be able to pass a criminal background check;
- This is a safety sensitive position that is subject to random drug testing.

PHYSICAL EFFORT, WORK ENVIRONMENT:

Works in a standard office environment; incumbent may encounter angry clients.

The following are some of the physical demands commonly associated with this position.

Driving:	Occasionally
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally
Lifting:	1 lb. minimum/40 lbs. maximum
Carrying:	1 lb. minimum/40 lbs. maximum
Push/Pull:	1 lb. minimum/40 lbs. maximum