

JOB DESCRIPTION

Dept: Road

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Grade: 6

Salary: \$ 13.09 - \$ 16.76 Hourly
 \$ 1,047.20 - \$ 1,340.80 Biweekly
 \$ 2,268.93 - \$ 2,905.07 Monthly
 \$ 27,227.20 - \$ 34,860.80 Annually

Reports to:	County Engineer
Subordinate staff:	None
Other internal contacts:	Members of Engineering and Roads Department; County Commission; Probate
External Contacts:	General Public; Members of the Alabama Highway Department of Transportation

Performs responsible clerical, administrative, and receptionist duties for the engineering and roads department. Prepares and maintains various records, reports, and correspondence of a technical nature. Types general correspondence records and reports for the department. Work is accomplished in accordance with established procedures and practices.

A. Reception and referral

1. Answers telephone, takes messages and work order requests, routes calls and provides assistance and/or information.
2. Greets visitors and provides information and/or assistance regarding road department operations and county roads.
3. Schedules appointments for county engineer and assistant count engineer.

B. Typing and Stenographic

1. Types right-of-way deeds, engineers' estimates and other engineering related data.
2. From dictation or rough draft, types general correspondence.
3. Prepares routine correspondence.
4. Types bid documents and project contracts.

C. Records Management

1. Files and maintains highway project correspondence.
2. Files and maintains correspondence, employee time and attendance, reports, records, etc.
3. Maintains a requisition book for the department.
4. Posts bills for payment.
5. Files and maintains project records including project maps, specifications, deeds, right of way maps and related materials.
6. Maintains labor equipment and equipment cost record for each project.
7. Calculates fuel and oil usage for each project.
8. Issues purchase order numbers and completes purchase orders for departmental purchases as required.
9. Transfers funds from 3R state accounts for paving and resurfacing projects.

D. Miscellaneous

1. Maintains contact with survey crews, supervision, and work crews.
2. Maintains and enters in computer hours worked by employees.
3. Orders county maps; sells maps and collects fees; mails maps as requested.
4. Opens and distributes incoming mail; process outgoing mail.
5. Orders and distributes office supplies and materials.
6. Operates two-way radio.

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal skills to communicate with supervisor, co-workers and general public.
2. Math skills to perform basic arithmetic operations.
3. Writing skills to complete routine forms and reports.
4. Reading skills to understand engineering and surveying terminology.
5. Ability to type 40 wpm with 80% accuracy.
6. Knowledge of filing systems.
- *7. Knowledge of county and department policies, procedures, rules and regulations.
8. Knowledge of standard ten signals and ability to operate a C.B. radio.
9. Ability to operate various office machines such as typewriter, calculator, copy machine, computer.
10. Ability to operate motor vehicle.
11. Knowledge of general office procedures.

Physical Characteristics

1. See well enough to read regular print without error; corrective lens acceptable.
2. Hear well enough to communicate on telephone and radio; hearing devices acceptable.
3. Speak clearly enough to converse on radio and telephone; respond to general public in polite and courteous manner.

4. Ability to complete written work as necessary.

Other Characteristics

1. Possess a valid Alabama driver's license.
2. Willing to work non-standard hours and overtime as required.
3. Any combination of education and/or experience which meets the necessary qualifications listed above.