

**EMMET COUNTY, IOWA  
POSITION DESCRIPTION**

**POSITION:** Part Time Office Assistant    **IMMEDIATE SUPERVISOR:** County Engineer

**DEPARTMENT:** Engineer's Office/Secondary Roads

**FLSA Status:** Non-Exempt                      **DATE:** 7/17/2019

**DESCRIPTION OF THE JOB:**

On a part time basis, performs administrative, supervisory and clerical work to sustain the operations of the Engineer's Office and Secondary Roads Department. Performs administrative duties and acts as the immediate supervisor of office staff in accordance with policies and procedures. Considerable judgment and independent action is exercised and the work requires a high level of discretion and the application of administrative, management and business skills.

**ESSENTIAL JOB FUNCTIONS:**

Marginal functions of the position that are incidental to the performance of fundamental job duties have been excluded from job description. Emmet County reserves the right to change or reassign job duties, or combine job positions at any time. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

	Percentage of Time	Strength Code
1). Perform administrative and clerical duties, to handle personal, telephone, and written questions from citizens regarding operations of the department and to relay those concerns to the appropriate members of the management team, ensuring that emergencies are handled quickly and safely	20	S
3). Process timesheets and payroll for the Engineer's Office and Secondary Roads Department. Bear responsibility for examining and compiling timesheet information, checking to ensure that all hours are properly recorded to correct codes and construction projects.	35	S
5). Maintain accounts receivable and payable records, and process all claims against the Secondary Roads Departments, ensuring all expenses are charged to the correct function code. Confirm that all claims are legitimate and accurate by verifying and comparing invoices, shipping receipts, and purchase orders.	35	S
6). Help the engineer and staff in the preparation of construction documents and reports (including the annual DOT report and annual audit) to federal, state, local and private agencies.	5	S
8). Perform various other tasks: Monthly EG spread, record clothing allowances, record gravel usage, track TJ and SRF money and manage fuel contract. (NOTE: This is not every duty to be performed).	5	S
<i>Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

**PHYSICAL DEMANDS:**

Overall Strength Demands

\_\_\_\_\_ Sedentary      X   Light                      \_\_\_\_\_ Medium                      \_\_\_\_\_ Heavy                      \_\_\_\_\_ Very Heavy

Codes for each physical demand code listed on Page 1:

*C = Continuously F = Frequently O = Occasionally R = Rarely N = Never*

A. Standing	O	G. Reaching	O	L. Crawling	R	Q. Vision	C
B. Sitting	F	H. Handling	F	M. Bending	O	R. Hearing	C
C. Walking	O	I. Fine Dexterity	F	N. Twisting	R	S. Talking	F
D. Lifting	O	J. Kneeling	R	O. Climbing	F	T. Other (state)	N
E. Carrying	R	K. Crouching	R	P. Balancing	N	U.	
F. Pushing/Pulling	R						

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL	DESCRIPTION
Standing	For customer service and task assignments.
Sitting	For desk work and computer operations.
Walking	To office area, from own office to different workstations.
Lifting	File boxes for storage.
Carrying	Supplies and file boxes.
Reaching	Storage shelves.
Handling	Everything in job.
Fine Dexterity	Keyboarding and writing.
Kneeling	To file in cabinets.
Bending	To file in cabinets.
Vision	Reading reports, timesheets, bills, etc. and proof reading.
Hearing	Customers at counter, telephone, radio, and instructions.
Talking	Task assignments and telephone.

**NON-PHYSICAL DEMANDS:**

*C = Continuously F = Frequently O = Occasionally R = Rarely N = Never*

Time Pressures	O	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F		
Noisy/Distracting Environment	O		

**JOB LOCATION:**

Work area is located in the Emmet County Engineer's Office with infrequent trips to the maintenance garages. Work is typically indoors in an office setting.

**JOB REQUIREMENTS:**

1. High school diploma or G.E.D. minimum, experience in bookkeeping, payroll administration and office management experience is desirable.
2. Possession of a current and valid driver's license and good driving record.
3. Must pass a County pre-employment physical exam, which includes a drug test after offer of employment.
4. Attendance at work, as scheduled.
5. Ability to be well-organized and possess memory for details. Capability to show initiative and independent analytical and evaluative judgment.
6. Possess ability to learn and use computer skills. Proficiency in Microsoft Windows, Microsoft Office and Internet.
7. Ability to use mathematics in solving problems, recordkeeping, accounting, schedules and reports. Ability to comprehend and interpret a variety of professional, technical and administrative documentation.
8. Ability to exchange information and ideas, both orally and written (including electronically), and use the English language to create letters, reports and documents, with the proper format, punctuation, spelling and grammar. Ability to read, interpret, critique and proofread maps, work orders, timesheets, invoices, written directions, and equipment specifications.
9. Ability to prioritize and perform duties to meet deadlines, including submitting major reports to the Iowa Department of Transportation and other entities.
10. Ability to handle customer (internal and external) complaints in a personable and professional manner both in person and on the phone.
11. Ability to accomplish assignments in a timely, efficient manner, following established practices and supervisory direction.

**Signatures - Review and Comment**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County as the needs of the County and requirements of the job change.

# Emmet County Iowa

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_