



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Office Assistant	
Department: Highway	Position Fund Account No.:
Division:	Job Category: COMOT
Work Schedule: Winter (October-March): 7:00 a.m. – 3:00 p.m., M-F; Summer (April-September): 6:00 a.m. – 4:00 p.m., M-Thurs	Job Grade: A
Reports to: Supervisor	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: December 2023 Re-evaluation Date:

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Payroll Clerk for the Delaware County Highway Department, responsible for maintaining payroll, daily time logs, overtime, and PTO records and submitting timecard and wage information for processing.

DUTIES:

Maintains payroll, daily time log, overtime, and PTO records and submits timecard and wage information for processing.

Answers telephone, determining nature of the call, greets office visitors, answering questions and providing information and assistance, responding to inquiries, taking messages, directing callers to appropriate personnel.

Assists customers with completing permit applications, processing payments, entering information in computer, and copying and filing permits as directed.

Performs various staff support duties, including, but not limited to, scheduling meetings and appointments, typing bids, contracts, and reports, composing correspondence, and making travel arrangements for out-of-town meetings.

Tracks daily trip sheets and logs pertinent information.

Prepares reports for the Safety Committee and files safety investigation reports.

Files incident reports and corresponds with clinic/human resources for injuries and accidents.

Schedules CDL physicals, maintains records of employee CDL expiration dates, and corresponds with BMV.

Receives and processes documents and complaints from public, notifies supervisor or dispatch, and maintains log of patron complaints and their resolutions.

Transcribes documents for supervisors as assigned.

Maps snowplow and mowing routes as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Working knowledge of basic bookkeeping, payroll software, and Microsoft Excel, performing addition/subtraction and simple arithmetic.

Ability to provide access to, or maintain confidentiality of, Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, clinic, BMV, other County departments and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to read, understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to properly operate a variety of standard office equipment including two-way radio, computer, telephone, and printer.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent is responsible for performing prescribed and standard tasks and operations on a regular basis according to the established practices and procedures of the department. Accuracy of work is checked by procedural safeguards and supervisory review, with errors in decisions or accuracy of work generally detected. Errors may result in some loss of time within the departmental unit and/or inconvenience to other employees within the department or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, vendors, BMV, clinic personnel, and the public for the purpose of exchanging information.

Incumbent reports directly to the Office Manager and/or Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including standing/walking for long periods, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, reaching, driving, bending, crouching/kneeling, handling/grasping objects, close vision, color/depth perception, and hearing sounds/communication. Incumbent may occasionally work extended, evening, and/or weekend hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Payroll Clerk for the Delaware County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Approved by Human Resources Director: _____ Date _____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to: Human Resources (Original)Supervisor