



Administrative Clerk
Engineering Department

ENG/10
Pay Grade: 9

JOB SUMMARY

This position is responsible for providing clerical support for the operations of the Department.

MAJOR DUTIES

- Provides customer services; answers telephone and greet visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.
- Processes employee payroll; balances payroll monthly; maintains sick leave, annual leave, personal holiday and compensatory time balances.
- Balances the end of year fiscal report.
- Processes new hire documentation.
- Processes workers compensation claims, injury reports, return to work reports, etc.
- Processes Family Medical Leave Act requests.
- Prepares incident and accident reports.
- Prepares end of year inventory reports.
- Generates and prints work orders; monitors online work order requests system.
- Researches and processes accounts receivable and accounts payable.
- Prepares requisitions for materials and supplies.
- Posts receipt of goods for release of accounts payable.
- Gathers and prepares request for payment forms.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of standard office equipment.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Administrative Coordinator assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for the operations of the department. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, contractors, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

