

## **Public Works Department Secretary – Part-Time**

### **Job Summary**

Performs responsible secretarial work for the Department of Public Works.

### **Supervision Received**

Works under the general supervision of the Public Works Director who outlines general policies, assigns duties, and evaluates work in terms of effectiveness of results, may receive specific assignments from either Foreman and or Executive Assistant. Performs duties with some independence; exercises judgment and tact in answering inquires and determining correct courses of action and matters warranting the Director of Public Works attention.

### **Supervision Exercised**

None

### **Example of Essential Duties**

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs secretarial duties associated with the administration of the Department of Public Works including data entry, photocopying and filing.
2. Types memoranda, notices, correspondence, forms, and prepares reports. Researches background information of and enter cemetery information into the H.M.I.S. computer program.
3. Receives telephone calls and visitors to Department and screens for nature of business; answers routine inquires of refers to administrative superiors; supplies project information based on knowledge of Department operation; assists public with information on policies, procedures, and permit forms related to public works functions.
4. Performs basic bookkeeping duties; may prepare cash deposits.
5. Maintains Public Works records
6. In the absences of the Executive Assistant schedules appointments and meeting for the Director of Public Works.

### **Knowledge, Skills, and Abilities Required**

Knowledge of Town and department policies, objectives and procedures, and State requirements and laws; knowledge of secretarial practices and procedures; knowledge of business English and spelling, arithmetic, bookkeeping and vocabulary; knowledge of general town and public works operations and organization, basic knowledge of principles and procedures of modern accounting. Skilled in the use of personal computers and standard office software; skilled in performing mathematical computations; skilled in the use of standard office equipment; possesses organizational skills. Ability to prepare reports and answer questions from records; ability to prepare clear, concise, and effective correspondence; ability to maintain effective working relationships with Town officials, department heads, employees, and the public. Employee shall have the ability to deal with public relations problems courteously and tactfully; ability to attend to many items simultaneously and in sequence; ability to work under pressure.

### **Minimum Qualifications Required**

High school diploma or equivalent with specialized training in secretarial skills (Associate's degree in Business, Municipal Government, or English preferred) plus four years experience, (previous municipal experience preferred) OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

### **Physical Exertion/Environmental Conditions**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus, Required to sit for extended periods of time, stand frequently, use hands to finger, handle and feel objects or controls, reach with hands and arms, bend, and lift and/or move twenty-five pounds or less.

***The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.***

Reviewed and approved this \_\_\_<sup>th</sup> day of \_\_\_\_\_ 2004.

\_\_\_\_\_  
Carl E. Weber, Town Administrator

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

