

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Office Coordinator
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. - 3:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2009

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

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. Cass 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 Office Coordinator for the Cass County Highway Department, responsible for performing a variety of clerical and bookkeeping functions and providing administrative support to Department personnel.

DUTIES:

Coordinates office operations and supervises assigned staff, including administering personnel programs, maintaining proper staffing levels, interviewing and recommending job candidates, providing orientation and training for new staff, making work assignments, establishing specific work goals/standards, and informing supervisor and staff of organizational developments.

Answers telephone and greets office visitors, determining nature of call, providing information and assistance, taking messages, and/or routing calls to appropriate individual or department. Maintains record of complaints and their disposition.

Maintains various fund accounts, including posting receipts, encumbrances and expenditures, maintaining account balances, requesting fund transfers, and periodically reconciling ledgers with Auditor's records.

Communicates via two-way radio to work crews and dispatches personnel as needed.

Prepares/processes Department payroll and claims and submits to Auditor's Office.

Maintains Department payroll and personnel records, processes new and terminated employee paperwork, responds to employee inquiries, and administers Department drug testing program.

Performs a variety of clerical tasks, such as sorting/distributing mail, maintaining files, and preparing and typing various documents, correspondence and reports, such as bid specifications, contracts, and required State operational and OSHA reports.

Assists with preparing annual Department budget, including projecting appropriations and expenditures.

Utilizes GIS mapping system to create work orders for Crew Supervisor, receives and processes road maintenance requests, and processes/issues driveway permits.

Prepares and processes insurance and accident reports, including preparing, filing, and mailing forms, entering information in computer, assisting personnel with claims, and explaining coverage.

Maintains equipment service and fuel records, prepares fixed asset sheets, files special fuel usage tax, and inputs data in computer.

Maintains and orders office supplies and ensures proper maintenance and repair of office equipment.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard bookkeeping practices/principles and ability to prepare detailed financial statements, balance accounts, and maintain complete financial records.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents, and detailed written reports as required.

Ability to operate standard office equipment, such as computer, typewriter, calculator, copier, telephone, fax machine, and two-way radio.

Ability to supervise assigned staff, including administering personnel programs, maintaining proper staffing levels, interviewing and recommending job candidates, providing orientation and training for new staff, making work assignments, establishing specific work goals/standards, and informing supervisor and staff of organizational developments.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, Sheriff's Department, County Auditor, Indiana State Board of Accounts, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

highway/office coordinator

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

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

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to compute/perform arithmetic operations, such as calculating payroll, preparing invoices, and balancing accounts.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and read/interpret detailed blueprints, specifications, and maps.

Ability to occasionally work extended hours and occasionally travel out of town for meetings/training, but not overnight.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule and standard Department operating procedures, with priorities primarily determined by established deadlines. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Frequently, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through standard bookkeeping checks or notification from other departments, agencies or the public. Undetected errors could result in work delays in other departments/agencies and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Commissioners, Sheriff's Department, County Auditor, Indiana State Board of Accounts, and the public for purposes of exchanging/explaining information and rendering service.

Incumbent reports directly to Superintendent.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, keyboarding, close vision, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours and may travel out of town for meetings/training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Coordinator for the 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 outline?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name