

PUBLIC WORKS ADMINISTRATIVE ASSISTANT

Nature of Work

This is responsible clerical and record keeping work for the Public Works Department.

Work involves performing routine clerical duties along with operating the Public Works radio base station following established methods and procedures. Instructions are received on new assignments with regular assignments being performed more independently. Initiative and judgment are exercised as experience is gained. Work is subject to frequent review for both content and accuracy.

Illustrative Examples of Work

- Posts invoices, vouchers, and other fiscal and statistical records according to standard procedures; makes routine arithmetical calculations; performs routine tabulating of fiscal and statistical data; checks and maintains operating or administrative records and inventories.
- Acts as Public Works clerk; answers telephone, voicemails, and texts; receives or refers complaints; gives answers to routine questions; and records routine information.
- Maintains fuel consumption and equipment maintenance records; calculates monthly and annual equipment operating costs; schedules vehicle services.
- Provides clerical assistance to operating agencies; posts records, maintains files, and compiles data for periodic reports.
- Performs related work as required.
- Compiles payroll information, composes letters, reports and forms.
- Communicates effectively on a two-way radio.
- Keeps Public Works Office clean and neat.
- Responds to emergencies and extreme weather conditions so must be able to be reached by phone at all times.
- Completes warranty exchange processes for various items, tools, and equipment.

Desirable Knowledges, Abilities and Skills

- Knowledge of office practices, procedures, and equipment.
- Ability to understand and follow oral and written instructions.
- Ability to learn assigned clerical tasks and to adhere to prescribed departmental procedures.
- Ability to make routine arithmetical computations and tabulations accurately.
- Ability to understand and convey policy.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Knowledge of general computer skills, Microsoft Word, and spreadsheet creation programs.

- Knowledge of general office practices and procedures.

Desirable Training and Experience

High School Diploma supplemented by experience in clerical office procedures.