

Administrative Assistant

A general combination of secretarial/clerical experience (3 years) or Associate Degree desired. Responsibilities include assisting with general office duties, interaction with the general public and employees in person and over the phone, permits, fuel system, workplace safety programs, DOT programs, Accounting knowledge preferred. Proficiency with Microsoft Office Excel, Word, QuickBooks, typing 40 WPM, flexibility and adaptability as office needs arise, attendance, reliability, and dependability are a must.

Application and Job Description available at Palo Alto County Engineer's Office
2105 Main Street, Suite 103, Emmetsburg, IA 50536 or paloaltocounty.iowa.gov.
Applications are accepted until Friday, September 24, 2021, at 3:00 pm.

Wage \$15 - \$18/hr, range is based on experience and qualifications. Benefits include: Health, Dental, Life, IPERS, Vacation, Sick, Holidays. Full Time 32- 40 hours per week. 7 am to 3:30 pm. EEO Employer

If you have any questions, please stop in the Engineer's Office or call 712-852-3001. Please submit application in person or at paloaltoengineer@yahoo.com.

Position you are applying for: _____

An Equal Opportunity Employer

Application for Employment

Palo Alto County Secondary Roads/Engineer's Office

2105 Main St. Suite 103 PO Box 389 Emmetsburg, Iowa 50536

PHONE: 712-852-3001 FAX: 712-852-3601

Email: paloaltoengineer@yahoo.com

INSTRUCTIONS: Print in ink or type all answers.

PERSONAL DATA:

DATE OF APPLICATION: _____

1. Name: _____
First Middle Last

2. Current Address: _____
Street City State Zip Code

4. Home No: () _____ 5. Cell No: () _____

6. Email: _____ Over the legal age of 18 _____

8. Are you Veteran? Yes No

9. EDUCATION AND TRAINING:

List Schools/Addresses	No. Years Completed	Did you graduate?	Degree Pursued
High School			
College			

10. Are you related to or do you know any employees who work for Secondary Roads Dept. or Palo Alto County? _____

11. Please list: Have you used a Computer/Typewriter? _____ Typing WPM: _____
Proof reading skills? _____ Calculator/Adding Machine _____ Fax _____ Scanner _____
Computer IT skills _____ Surveying _____

Computer software you are familiar with: Microsoft Word, Excel, Publisher, Quick Books, Solutions Software, Fuel Master Software or Equipment Management Software, AutoCad, Beacon. Circle ones you are familiar with or list any others. _____

12. Do you have any accounting/ bookkeeping experience/education, budgets, payroll, Human Resources, drug testing, HIPPA, experience managing a Safety program or other applicable work experience per job description? _____

13. This position may require time outside of office at the sheds or in the field (construction projects) will this be an issue? _____

REFERENCES: List the name, title and address of three (3) persons (with knowledge of your work experiences, character and abilities) that we may contact. *Do not list relatives or previous employers.*

13. _____
(Name) (Title)

(Address) (Telephone)

14. _____
(Name) (Title)

(Address) (Telephone)

15. _____
(Name) (Title)

(Address) (Telephone)

EMPLOYMENT RECORD: Begin with present or most recent employer and continue for the past fifteen years.
If you have additional information, please attach your resume.

1. Employer _____	Position _____
Address: _____	Description of Duties _____
Immediate Supervisor _____	_____
Dates Employed: _____	_____
Starting Salary: _____ Final: _____ (hrly)	_____
2. Employer _____	Position _____
Address: _____	Description of Duties _____
Immediate Supervisor _____	_____
Dates Employed: _____	_____
Starting Salary: _____ Final: _____ (hrly)	_____
3. Employer _____	Position _____
Address: _____	Description of Duties _____
Immediate Supervisor _____	_____
Dates Employed: _____	_____
Starting Salary: _____ Final: _____ (hrly)	_____

When is the earliest date you would be available to start work? _____

Certification of Applicant: READ CAREFULLY

I HEREBY CERTIFY that this application contains no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, I will be dismissed from service, and I will be disqualified from applying in the future for any positions with the County of Palo Alto. I further authorize the County of Palo Alto to make all necessary and appropriate investigation to verify the information contained herein.

_____ I have reviewed the attached job description for this position.

You will be required to have a physical and drug screen for this position.

DATE: _____ Signature of Applicant: _____

PALO ALTO COUNTY, IOWA
POSITION DESCRIPTION

POSITION: Administrative Assistant **IMMEDIATE SUPERVISOR:** Office Manager

DEPARTMENT: Engineer's Office/Secondary Roads

FLSA Status: Exempt

DATE: 9/1/21

DESCRIPTION OF THE JOB:

Assist management in administrative, supervisory and clerical work to sustain the operations of the Engineer's Office and Secondary Roads Department. Perform administrative/clerical duties and acts in accordance with policies and procedures. Considerable judgment and independent action is exercised and the work requires a high level of discretion and the application of administrative and business office skills.

ESSENTIAL JOB FUNCTIONS:

Marginal functions of the position that are incidental to the performance of fundamental job duties have been excluded from job description. Palo Alto County reserves the right to change or reassign job duties, or combine job positions at any time. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

	Percentage of Time	Strength Code
1. Perform administrative and clerical duties according to Engineer, Office Manager, Engineering Department's needs; to handle in person telephone, and written questions from citizens regarding operations of the department and to relay those concerns to the appropriate members of the management team, ensuring that emergencies are handled quickly and safely. Communicate with foremen & operators. Good attendance, reliability, and retention of communications are integral part of this position.	20	S
2. Under direction of Supervisor(s) implement the department's Safety Program. Plan, organize, hold meetings, and safety activities. Update safety policies, maintain record of safety trainings. Perform safety shed inspections. Purchase safety supplies and maintain First Aid supplies, MSDS manuals, MUTCD certified.	25	M
3. Assist in the processing of timesheets and payroll for the Engineer's Office and Secondary Roads Department under the direction of the Office Manager. Bear responsibility for examining and compiling timesheet information, checking to insure that all hours are properly recorded to correct codes and construction projects.	5	S
4. Under the direction of the Office Manager assist in maintaining accurate, up-to-date personnel records and other required information (such as drug screenings, FMCSA drug & alcohol monitoring program, FMLA, hearing tests, driving records, physical capacity profiles, Osha 300 report, etc.).	5	S
5. Under the direction of Supervisors' assist in maintaining accounts receivable and payable records, and process all claims against the Secondary Roads Departments, ensuring all expenses are charged to the correct function code. Confirm that all claims are legitimate and accurate by verifying and comparing invoices, shipping receipts, and purchase orders.	5	S
6. Under direction of management review and update personnel and secondary road policies to follow current best practices as directed. Maintain offices files and records according to fiscal year. Assist in annual inventory as needed .(50lb lifting on occasion)	5	L
7. Download fuel master daily and troubleshooting problems with system. Reconcile fuel and operator logs. File quarterly fuel tax reports and refund. Assist in monthly fuel billing and revenue reconciliation.	15	S
8. Perform various other tasks as directed: project cost sheets, gravel logs & pit inventory, equipment records, complete driveway permits, drainage repair forms, desk orders, moving permits, office errands, phones, mail, occasional lifting, occasional outdoor activities, and other duties as needed. (NOTE: This is not every duty to be performed).	20	M
<i>Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

PHYSICAL DEMANDS:

Overall Strength Demands

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes for each physical demand code listed on Page 1:

C = Continuously F = Frequently O = Occasionally R = Rarely N = Never

A. Standing	O	G. Reaching	O	L. Crawling	R	Q. Vision	C
B. Sitting	F	H. Handling	F	M. Bending	O	R. Hearing	C
C. Walking	O	I. Fine Dexterity	F	N. Twisting	R	S. Talking	F
D. Lifting	O	J. Kneeling	R	O. Climbing	F	T. Other (state)	N
E. Carrying	O	K. Crouching	R	P. Balancing	N	U.	
F. Pushing/Pulling	R						

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL	DESCRIPTION
Standing	For customer service and task assignments. Project sites, Shed Inspections
Sitting	For desk work and computer operations.
Walking	To office area, from own office to different workstations. Shed Inspections, Project sites.
Lifting	File boxes for storage. Errands, Shed Inspections
Carrying	Supplies and file boxes.
Reaching	Storage shelves.
Handling	Everything in job.
Fine Dexterity	Keyboarding, writing, and accounting.
Kneeling	To file in cabinets.
Bending	To file in cabinets.
Vision	Reading reports, timesheets, bills, etc. and proof reading.
Hearing	Customers at counter, telephone, radio, and instructions.
Talking	Task assignments and telephone.

NON-PHYSICAL DEMANDS:

C = Continuously F = Frequently O = Occasionally R = Rarely N = Never

Time Pressures	O	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O		
Noisy/Distracting Environment	O		

JOB LOCATION:

Work area is located in the Palo Alto County Engineer's Office with infrequent trips to the maintenance garages, project sites, or assist Engineering with surveying. Work is typically indoors in an office setting.

JOB REQUIREMENTS:

1. High school diploma or G.E.D. minimum, post-secondary education preferred, with emphasis on business and bookkeeping. At least 3 to 5 years of progressively responsible experience in bookkeeping, payroll administration and office management experience is highly desirable.
2. Possession of a current and valid driver's license, good driving record, and insurability.
3. Must pass a County pre-employment physical exam, which includes a drug test after offer of employment.
4. Regular work attendance required.
5. Ability to be well-organized and possess memory for details. Capability to show initiative and independent analytical and evaluative judgment.
6. Possess ability to learn and use computer skills. Proficiency in Microsoft Windows, Microsoft Office and Internet. Knowledge of databases; GIS , QuickBooks and payroll/accounting software is desirable.
7. Ability to use mathematics in solving problems, recordkeeping, accounting, schedules and reports. Ability to comprehend and interpret a variety of professional, technical and administrative documentation.
8. Ability to exchange information an ideas, both orally and written (including electronically), and use the English language to create letters, reports and documents, with the proper format, punctuation, spelling and grammar. Ability to read, interpret, critique and proofread maps, work orders, timesheets, invoices, written directions, and equipment specifications.
9. Ability to prioritize and perform duties to meet deadlines, including submitting major reports to the Iowa Department of Transportation and other entities.
10. Ability to handle customer (internal and external) complaints in a personable and professional manner both in person and on the phone. Maintain HIPPA /confidentiality in all aspects of the job as necessary.
11. Ability to accomplish assignments in a timely, efficient manner following established practices and supervisory direction.

Signatures - Review and Comment

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County as the needs of the County and requirements of the job change.