

**ADAMS COUNTY  
SUMMARY JOB DESCRIPTION**

Position: Department Assistant

Position Number: 1106

Department: Public Works

Annual Hours Worked: 2080

**1.0 MAJOR FUNCTION AND PURPOSE**

- 1.1 Persons in this position are responsible for performing secretarial, receptionist and general administrative work for the Department of Public Works.

**2.0 SUPERVISION RECEIVED**

- 2.1 Persons in this position receive supervision from the Director of Public Works.
- 2.2 Most work performed by persons in this position is subject to checks and control.

**3.0 SUPERVISION EXERCISED**

- 3.1 Persons in this position do not supervise any employees.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

- 4.1 Acts as department receptionist. Greets the public and makes appointments for office staff.
- 4.2 Answers inquiries requiring knowledge of departmental policies, procedures and activities, or directs them to proper officials.
- 4.3 Opens daily mail and delivers it to the proper person. Delivers mail to be mailed at the end of the day.
- 4.4 Performs other tasks as directed.

**5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- 5.1 Knowledge of modern office practices, procedures, machines and of business English and Mathematics.
- 5.2 Ability to keep complex records, compose correspondence and perform office duties.
- 5.3 Ability to type accurately at the rate of 50 words per minute.

- 5.4 Ability to utilize communications equipment necessary to perform required duties.
- 5.5 Ability to use various office type computer programs including word, excel, and any others applicable to this position.
- 5.6 Ability to complete training classes necessary for functional skills performance, maintenance and improvement.
- 5.7 Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports.
- 5.8 Ability to work and get along with the public and county employees.

**6.0 MINIMUM QUALIFICATIONS**

- 6.1 High school diploma or GED.
- 6.2 Familiarity with office procedures and computers.
- 6.3 Ability to communicate effectively orally and in writing.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

July 6, 2000