

JOB DESCRIPTION

Position: Administrative Assistant
Department: Secondary Roads
Reports to: County Engineer
Works with: Maintenance Superintendent, Engineering Technician, Equipment Operators
FLSA Status: Non-Exempt
Date: October 3, 2023

Job Summary

The Administrative Assistant provides administrative, accounting, and clerical support to the County Engineer's Office.

Responsibilities:

- Receive and direct phone calls for the Secondary Road Department. Provide requested information to the public regarding operations of the department.
- Assist public and employees in completing needed permits and forms.
- Open and distribute incoming mail.
- Process payroll for the Secondary Road Department. Be responsible for payroll information, insuring that all hours are properly distributed to the correct function code and construction project.
- Assist with pay, longevity, and personnel matters relating to Secondary Road employees.
- Process all claims charged to the Secondary Road Department. Ensure that all monies are charged to the correct function code. Verify all claims according to comparison of invoices, shipping receipts, and purchase orders. Authorize and issue purchase orders.
- Perform budget functions and reports such as month-end coding and balancing with the Auditor's and Treasurer's offices. Receive, record, and deposit with Treasurer all monies received.
- Compile and maintain cost accounting records for county owned equipment, inventory, and fixed assets of the department.
- Assist with Annual Report to the Iowa Department of Transportation.
- Track fuel usage and apply for fuel tax refunds.
- Issue oversized/overweight permits, invoice and collect fees.
- Administer dust control permits.
- Assume responsibility for general office procedures. Keep office files updated and organized.
- Purchase office supplies and ensure proper maintenance of office equipment.
- Operate various types of office equipment including personal computer, fax machine, copiers, printers, calculator, etc.
- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description. Winnebago County reserves the right to change or reassign job duties or combine positions at any time.

Qualifications

- Graduation from high school, GED, or equivalency.
- Experience as an administrative assistant or related work in an office setting.
- Proficient with computers and Microsoft Office.
- Ability to learn and use software for payroll, accounting, work management, and fleet.
- Skills including math, problem solving, technology, data-entry, archival
- Valid driver's license.

Location: Winnebago County Courthouse – Forest City, Iowa

Pay Range: \$24.00 to \$32.13 per hour (\$50,000 to \$67,000 annually)

Shift: Normal office hours are 8:00 AM to 4:30 PM, Monday through Friday. Full -time, 37.5 to 40 hours per week. Part time less than 30 hours or flexible work schedule may be considered.

Benefits

Full-time position is eligible for benefits as detailed in the Employee Information Handbook, including, but not limited to:

- Health Insurance (See rate sheet for employee cost. County pays 80% of traditional family plan)
 - Wellmark \$1,000 Traditional Plan
 - Employee (\$1,000 ded./\$2,000 max.)
 - Family (\$2,000 ded./\$4,000 max.)
 - Wellmark \$3,000 High Deductible Plan with Health Savings Account
 - Employee (\$3,000 max.)
 - Family (\$6,000 max.)
- \$10,000 Life Insurance
- 11 paid holidays. 5 days of paid vacation time upon hire and 5 days accrued during the first year. Paid sick leave.
- IPERS Retirement System with employer match
- Optional 457 plan, vision, dental, flex spending

Additional Requirements

- Physical Requirements: Standing, walking, using hands, talking, hearing, neck rotation, trunk rotation, stair climbing, repetitive bending, forward reaching, overhead reaching, reach and lift.
- May be required to travel to and from training.

All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities.

EMPLOYEE POSITION ACCEPTANCE:

I fully understand what is required of me in this position and hereby accept and agree to perform the tasks required to the best of my abilities.

Employee

Date