

PUBLIC WORKS OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Public Works Department and involves responsibility for independently performing the maintenance and review of department records, reports, and finances. The incumbent generally follows a prescribed routine and, in most cases, receives only infrequent general instructions. The work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out details of the work. Position works in combination with other Public Works administrative staff to support overall function of the Public Works Department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Logs daily time sheets and transfers data of employees hours, materials used and cost analysis into a data base for inventory control and salary calculation;

Contacts vendors and monitors the purchase of highway maintenance materials in accordance with established policies and procedures;

Manipulates a database to track issued parts and supplies and assign costs to the appropriate account;

Insures that all inventory is accounted for;

Orders parts, supplies and materials as required;

Answers telephone and in person inquiries from the public, contractors, vendors and other department employees concerning repair schedules, complaints, etc., and contacts the appropriate department employee for follow up and resolution of the problem/complaint;

Provides daily assistance to department employees concerning questions on pay, health insurance, out of title salary rates, etc.;

Inputs daily information into a data base concerning material used and equipment costs to aid in cost control and budget preparation;

Conducts correspondence on matters where policies and procedures are well defined;

Prepares bills, records, remittances and vouchers after computing interest, cost breaks and penalties;

Aides in the preparation of unit and division budgets as well as maintains budget control;

Prepares a variety of records, reports, and spreadsheets.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of reviewing financial accounts and records;

Good knowledge of office terminology, procedures, and equipment;

Good knowledge of standard office software applications including word processing, spreadsheets and databases;

Ability to operate a personal computer;

Ability to adapt computer software to public work's operations;

Ability to understand and carry out oral and written instruction;
Ability to deal successfully with the public and employees while
answering questions and resolve complaints;
Ability to perform close detail work;
Willingness to respond to emergencies and work overtime.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public or business administration, office management, or closely related field and one year of administrative experience which included financial record-keeping, payroll processing and reconciliation, and records management; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in public or business administration, office management, or closely related field and three years of administrative experience which included financial record-keeping, payroll processing and reconciliation, and records management; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of clerical experience which included financial record-keeping, payroll processing and reconciliation, and records management; OR
- D) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT AT THE TIME OF ASSIGNMENT: Possession of the appropriate level Motor Vehicle Operator's License.