

PUBLIC WORKS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving the independent performance of account, record keeping, and payroll responsibilities in the Broome County Public Works Department. The incumbent may assist the Public Works Office Assistant and other DPW administrative positions under the general supervision of the Commissioner of Public Works or other Deputy Commissioners of Public Works. The work may require decision making as to what methods are to be used and in the classification of records and accounts. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues and input permits to individuals and businesses to include driveway permits, special hauling permits, utility permits among others;

Inputs foreman daily sheets into database for tracking and billing purposes;

Posts figures to appropriate spreadsheets, makes all necessary adjustments in balances and verifies and reconciles balances;

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 inputting the complaints into a database for tracking purposes;

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

Contacts customers, clients, vendors or other agencies to obtain additional information;

Processes, sorts, indexes, records and files.

Assists in preparation of payroll for employees and prepares related reports;

Assists with cost tracking, record keeping, and development of reimbursement requests for project funding from outside sources;

Operates calculator, desk top computer, radio, printers, telephone and other related office equipment.

Keeps inventory controls for receiving, storing and issuing supplies and equipment used in road construction and other public works processes, i.e.: lumber; road warning flags and base; paints; hand tools; road tools etc.;

PUBLIC WORKS CLERK-Cont'd.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of computer input, and tracking abilities in various data bases and spreadsheets;
Thorough knowledge of office terminology, procedures, equipment and business English;
Thorough knowledge of and experience with computer applications including Word, Excel, and Access, and accounting software;
Ability to make arithmetic computations involving fractions, decimals and percentages accurately;
Ability to organize and maintain accurate records and files;
Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret oral instructions and/or written directions;
Good knowledge of the methods and procedures used in inventory receiving, storing and issuing of supplies and equipment used in public works processes;
Good knowledge of inventory control methods and record keeping;
Ability to develop effective working relationships and deal diplomatically with the public;
Integrity and good judgment;
Ability to lift and carry moderately heavy weights;
Willingness to respond to emergencies and work overtime.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in liberal arts, business administration or closely related field; OR
- B) Graduation from high school or possession of an equivalency diploma and two years of experience in receiving, storing and issuing supplies and equipment which involves using data base and spreadsheet applications; OR
- C) An equivalent combination of training and experience 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.

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 1/5/22 Title change from Highway Clerk/and spec updated