

**POSITION DESCRIPTION  
COUNTY OF OWEN, INDIANA**

**POSITION:** Secretary  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 8:00 a.m. – 3:30 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** November 2020  
**DATE REVISED:** November 16, 2020

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Owen County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Secretary for the Highway Department, responsible for performing various clerical tasks and assisting the public.

**DUTIES:**

Answers telephone and greets office visitors including, providing information and assistance, responding to inquiries, clarifying information received, and/or directing callers to appropriate individual or department.

Performs various clerical duties including, managing and maintaining database, preparing and compiling reports, writing and proofreading correspondence, scheduling appointments, and managing office calendar.

Operates base radio, receives calls, relays messages, dispatches department personnel, and maintains social media account.

Performs light cleaning duties such as dusting, sweeping, and mopping office area.

Assists other office clerical staff, including filling in for other staff due to illness, vacation, or leave of absence.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Ability to meet all Department hiring and retention requirements, including passage of a drug test.

Practical knowledge of standard office procedures and basic computer skills with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare correspondence and detailed written reports.

Ability to operate standard office equipment, including computer, calculator, fax machine, copier, telephone, and other equipment as needed.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out oral or written instructions, and present findings in oral or written form.

Ability to work alone with minimum supervision and others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects, applying knowledge of people and locations.

Ability to compile, collate, or classify data.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a formal schedule with priorities determined by supervisor. Assignments are set jointly by immediate supervisor and incumbent. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily prevented or detected through standard bookkeeping checks and notifications from other departments. Undetected errors could result in work delays in other departments.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for the purpose of exchanging information and rendering service.

Incumbent reports directly to Superintendent.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a variety of duties in a standard office environment including, sitting/walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, crouching/kneeling, bending/reaching, handling/grasping objects, keyboarding, close/far vision, depth perception, speaking clearly, and hearing sounds/communication. Incumbent is exposed to fumes/odors/dust/dirt and works in a noisy environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Secretary for the Owen County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name