

**POSITION DESCRIPTION  
COUNTY OF TIPPECANOE, INDIANA**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Highway Garage  
**DIVISION:** Maintenance  
**WORK SCHEDULE:** 7:00 a.m. - 3:30 p.m., M-F  
**JOB CATEGORY:** COMOT III (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** August 1998

**STATUS:** Full-time

**DATE REVISED:** August 2015, April 2020

**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. Tippecanoe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform the essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Administrative Assistant for the Highway Garage, responsible for performing computer data entry and clerical functions.

**DUTIES:**

Assists in answering telephone and greeting office visitors, responding to complaints, providing information and assistance, taking messages, or transferring to appropriate individual or department.

Transmits and receives radio communication, including dispatching personnel.

Prepares and processes department payroll, including calculating time cards, entering data on computer, preparing forms, printing reports and forwarding to Auditor. Maintains department personnel records for benefit time.

Processes claims and invoices, including reviewing for accuracy, determining appropriate account numbers as needs, assisting Accounting Coordinator in determining fund account numbers, matching claims to invoice accounting report, and resolving discrepancies with vendors, and placing vendor number on claims. Prepares list of outstanding purchases for new budget year.

Computes daily materials tickets from various vendors and prepares and updates daily account balances for Highway Supervisor. Tracks balances for material, labor, and time per project.

Notifies Accounting Coordinator when account line requires a transfer.

Maintains various department and project databases and enters data on computer, including but not limited to citizen complaints, work orders, dust control, daily fuel calculations, and various reports for use in presentations.

Performs various clerical duties such as maintaining files and composing, completing, typing, and processing various forms, reports, documents, notices, and correspondence.

Performs duties of Department personnel as needed.

Performs related duties as assigned.

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

High school diploma or GED.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations.

Ability to read and interpret maps and blueprints, compile, collate, and coordinate data, and make determinations based on data analysis.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax, typewriter, copier, calculator, and two-way radio.

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

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

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work with computer programs, including word processing and database software programs.

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

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

Ability to occasionally work extended, evening, and/or weekend hours.

**II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to a flexible, customary routine with priorities determined by supervisor. Work is reviewed for adherence to instructions/guidelines, technical accuracy, and appropriate service to the public. Errors in incumbent's work are usually prevented through procedural safeguards and detected through supervisory review. Undetected errors may result in loss of time for correction and inconvenience to other agencies or the public.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, utility companies, contractors, and the public for purposes of explaining processes and procedures and exchanging information.

Incumbent reports directly to Highway Supervisor and/or Assistant Supervisor.

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

Incumbent performs duties in a standard office environment which may involve sitting for long periods, lifting/carrying objects weighing under 25 pounds, bending, close vision, crouching/kneeling, reaching, handling/grasping objects, and hearing communication.

Incumbent occasionally works extended, evening, and/or weekend hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Administrative Assistant for the 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 and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name