



## Administrative Secretary Water Administration

WD/5-125

### JOB SUMMARY

This position provides clerical support for department operations.

### MAJOR DUTIES

1. Assists in the preparation of annual bid inventory specifications and vendor selection process.
2. Requisition entry; assists with inventory database entry.
3. Prepares daily worksheets; prepares monthly and annual reports.
4. Prepares hydrant flushing routes; prepares worksheet for hydrant repairs.
5. Prepares backflow repair schedules and; enters data for requisition for contractors; sends notification letters for backflow testing.
6. Processes department payroll as needed.
7. Provides administrative support to department personnel.
8. Maintains department supplies and equipment inventory.
9. Schedules and maintains time keeping records for community service workers.
10. Attends safety meetings.
11. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern office practices and procedures.
2. Knowledge of computers and job related software programs.
3. Knowledge of the testing of backflow prevention devices.
4. Skill in public and interpersonal relations.
5. Skill in planning and meeting deadlines.
6. Skill in the use of fax machine, scanner, copy machine and other office equipment.
7. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Business Operations Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the County Policy and Procedure Manual, the Safety and Loss Manual, cross connection control policies, confined space policies, and purchasing policies. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. The volume and variety of work to be performed contributes to the complexity of the position.
- The purpose of this position is to participate in the provision of administrative support for the division. Success in this position contributes to the effectiveness of Water Distribution Office's operations.

### CONTACTS

- Contacts are typically with co-workers, customers, developers, builders, contractors, and members of the general public.
- Contacts are typically to resolve problems and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects.
- The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.
- Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

### **MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.