

**Daviess County Fiscal Court  
Job Description**

**Job Title:** Administrative Assistant  
**Department:** Public Works  
**Reports To:** Director of Public Works/County Engineer  
**FLSA Status:** Non-exempt  
**Prepared Date:** May 2021

**Summary:** Responsible for performing general executive assistant duties as necessary for the day-to-day operation of Daviess County Public Works.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Exercises principle responsibility for the day-to-day activities of the operations center, including but not limited to, supplies, customer service, incoming calls, cleaning, etc.

Provides administrative assistance to all departments within Public Works Department.

Records, maintains and is responsible for the database which identifies and tracks all work assignments. This includes organizing work locations and assignments, informing management and commissioners regarding work status, and providing detailed reports of both completed work and work in progress.

Receives and routes visitors and phone calls.

Prepare purchase orders and invoices.

Receive complaints and inquiries from the public.

Compiles and distributes media and departmental notices regarding weather emergencies pertaining to road conditions and closures.

Distributes mail and inter-office correspondence.

Receives monies and writes receipts.

Performs daily bank deposits as needed.

Prepares employee time sheets, including sick and vacation.

Maintains Fleet Maintenance management program.

Schedules CDL physical and other occupational health related appointments and actions when requested.

Plans and implements special events and special training.

Maintains all records as assigned by the Director of Public Works/County Engineer including accident reports.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the Road Department.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:** Current driver's license

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software.