



CLEARWATER COUNTY

CLASS SPECIFICATIONS

R & B Assistant

Clearwater County Road & Bridge Department
2200 Michigan Ave. Orofino, ID 83544
(208)476-4813

Class Summary/Primary Function

This principal function of an employee in this class is to assist in clerical duties and multiple projects at various times for the Road Department. The work is performed under supervision of the Road & Bridge Superintendent and Administrative Assistant. The principal duties of this class are performed in a general office.

Essential Duties & Responsibilities

Office Assistant

- Processes & maintains timesheet & payroll records for Road & Bridge Dept. employees accurately.
- Assists with billing, entering expenses & preparing claims from vendors & employees for payments for Road Dept & Weed Dept.
- Collects & tracks deposits for abatement & right-of-way permits.
- Prepares & maintains a variety of files, data, logs, registers, & other documentation. Such as, equipment records books, preparing correspondence, establishing & maintaining computerized & hard copy files.
- Maintains strict confidentiality.
- Performs general secretarial duties such as answering phones, filing, taking messages, directing calls, answering questions, scheduling appointments, logging & distributing incoming documents, and opening.
- Responds to citizens questions & comments in a courteous & timely manner.

General Light Duty Road Work

- Flagging/Traffic Control.
- Safety Representative.
- Winter maintenance with public, sign work, and general road work.
- Perform all work duties & activities in accordance with *County & Department* policies, procedures, & safety practices.

Other Duties & Responsibilities

- Ensure the office is clean & presentable to the public.
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Office processes, procedures, & practices, including the functions of the Road & Bridge Dept.
- Basic bookkeeping, billing principles, and practices.
- Operation of computer & job-related software, preferred.
- Radio transmission procedures to produce effective communication between two parties.
- English grammar & punctuation.

Ability to:

- Learn & operate job related software that is ever evolving.
- Perform a variety of clerical & administrative support duties.
- Communicate & follow oral &/or written policies, procedures, & instructions.
- Effectively communicate with callers, including eliciting information needed for response.
- Establish & maintain effective working relationships with supervisors, other *County* employees, & the public. Respond to requests in a courteous & effective manner.
- Perform computer keyboard tasks with speed, efficiency, & accuracy.
- Perform multiple tasks simultaneously, managing interruptions, & completing tasks in a timely manner.

Requirements & Qualifications

- High school diploma or GED equivalency,
- Three or more years' experience in performing administrative &/or bookkeeping/accounting work, or
- Any equivalent combination of experience & training that provides the knowledge & abilities necessary to perform the duties of this job.
- Be at least 18 years of age and have a valid Idaho driver license with a safe driving record.
- ATSSA Certified (preferred).

Essential Physical Abilities

- Ability to stand & walk a 10-hour shift and lift, move, & carry up to 25lbs.
- Ability to withstand outdoor weather conditions (heat & cold)
- Hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors, radio traffic) and hear in the presence of noise.
- Perform essential job functions in an office environment that may require bending, stooping, kneeling, stretching, and other physical exertions including performing tasks involving hand/wrist/arm movements.

