

**HALL COUNTY PUBLIC WORKS DEPARTMENT
SECRETARY / ACCOUNTANT**

NATURE OF WORK

The Public Works Secretary/Accountant is responsible for performing accounting, bookkeeping, clerical, administrative, gathering of information, and other duties under general direction of the Executive Assistant and the Public Works Director.

Work responsibilities require average initiative and some independent judgment. Work also involves communicating rules and policies; reviewing and answering routine complaints or items to be remedied; and maintaining related records and reports.

Work includes information of a confidential nature while assisting the Executive Assistant or Public Works Director in personnel and labor relations matters.

EXAMPLES OF WORK PERFORMED

Monitor and process all department claims for accounts payable including monitoring and balancing accounts and matching with the budget.

Provides clerical and reception duties to support office operations; schedule appointments and meetings. Opens, date stamps, sorts, and distributes mail.

Answers telephone or greets visitors and provides information/assistance to internal and external customers. Will handle come calls or visitors and route some to appropriate staff member for handling as needed.

Conducts inventory and order departmental supplies; and prepare scheduled/requested reports for the Executive Assistant or Public Works Director.

Assist the Executive Assistant in compiling reports and data in preparation of the departmental budget. Maintain personnel files, and provide secretarial, administrative and accounting assistance to the Executive Assistant or Public Works Director.

Composes and types correspondence and memoranda using word processing software. Compiles and types statistical reports including tables and text using spreadsheet software.

Establishes and maintains permanent paper and computerized filing system. Maintain files of MSDS sheets.

Assists the Executive Assistant by placing ads regarding job vacancies, distributes and accepts applications; maintain records tracking compliance with health testing and certification.

Performs other related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Basic knowledge of the basic principles of accounting / bookkeeping and financial record keeping procedures.

Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.

Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.

Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.

Ability to handle and resolve recurring problems.

General ability to gather facts, perform mathematical computations and prepare clear, concise reports.

Ability to establish and maintain effective working relationships with county officials, other employees and the general public.

Ability to communicate effectively both orally and in writing. Ability to maintain written and computerized record systems.

Ability to lift at least 30 pounds.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited two-year college or trade school with major course work in secretarial/office administration; basic knowledge of general maintenance and road construction trades with experience in a responsible administrative capacity.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with secretarial and accounting/bookkeeping course work or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.