

Village of Island Lake

Department of Public Works

STREET AND WATER DEPT. CLERK/SECRETARY JOB DESCRIPTION

POSITION SUMMARY:

The position is a Regular Part-time, as described in the Village policy manual. Normal hours of work will be established between 7:00AM to 3:30PM, Monday thru Friday. The benefits provided are those that are required by law and as approved by the Village Board of Trustees.

Performs a variety of routine and complex clerical and secretarial work in keeping official records, providing secretarial support to Public Works staff.

EXAMPLES OF WORK:

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping.

Answers in-coming calls and routes callers or provides information as required.

Operates radios as needed and assists in radio communications; operates base radio as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Operates listed office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

Plans conferences and training sessions. Coordinates travel plans for staff.

Prepares records such as notices, minutes, and resolutions.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials, maintains departmental personnel records.

Schedules appointments, and performs other administrative and clerical duties.

On occasion be on 24 hour call for emergencies such as Water main breaks, snow plowing, or other weather related issues.

DESIRED MINIMUM QUALIFICATIONS:

High school diploma or equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices;

Skill in the operation of listed tools and equipment.

Ability to perform clerical duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Ability to work with others and independently, to complete daily activities according to work schedule; Ability to communicate orally and in writing; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

TOOLS AND EQUIPMENT USED:

Phones, personal computer including word processing software; copy machine; postage machine; fax machine; base radio; calculator.

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 and talk or hear. The employee is occasionally required to walk (both indoors and outdoors); use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is quiet to moderate.

Occasional and repeated interruptions can be expected.

Though an office environment is provided, the work place is contiguous to a workshop environment. Repetitive noises, multiple verbal conversations, dust, and other items associated with a workshop environment can be expected to intermingle with the office environment.

The duties listed above are intended only as illustrations of the various types of work and responsibilities that may be performed or assigned to this employee. This position description shall not be interpreted as describing all of the duties whose performance may ever be required of such employee, or be used to limit the nature and extent of assignments such an individual may be given. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position .

The job description does not constitute an employment agreement or contract between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.