

# BARTON COUNTY POSITION DESCRIPTION

**DEPARTMENT:** Noxious Weed Department / Road & Bridge Department

**POSITION TITLE:** Office Secretary - Part Time

**SUPERVISOR:** Director

**POSITION SUMMARY** - Performs secretarial and bookkeeping functions for the efficient operation of the Noxious Weed and Road & Bridge departments. Responsible for answering the phone, computer operations, taking and relaying messages. Maintains a clean office and grounds. has regular contact with the public. The person in this position must be able to work in a fast paced environment with constant interruptions.

## ESSENTIAL TASKS:

### OFFICE

- Answers telephone inquiries and/or refers caller to appropriate personnel or department.
- Greets and assists customers.
- Types correspondence and reports.
- Prepares and mails receipts; Records data in receivable ledger.
- Maintains a clean and orderly office area at all times.

### NOXIOUS WEED

- Maintains daily detailed worksheets of the highway right-of-way that was treated and with what chemicals.
- Sells chemicals according to legal application needs; Loads chemicals for customers.
- Maintains records of department expenses, inventory of noxious weed herbicide chemicals and chemicals sold.
- Summarizes data into monthly, quarterly and annual work chemical use reports.
- May spray weeds and/or ride in truck as needed.
- Updates and maintains application maps.

### ROAD & BRIDGE

- Assists with the Road & Bridge department billings, payroll and other related items as requested.
- Maintains shop areas in a clean and orderly manner.

- Performs other related duties as assigned and/or requested.

## POSITION REQUIREMENTS:

**Education: Minimum Required:** High school diploma or equivalent (GED) and one year business college training in secretarial and bookkeeping skills or equivalent.

**Experience: Minimum Required:** One year of secretarial, bookkeeping or related experience.

**Preferred:** Familiarity with typical weeds found on farms.

**Licensure/Certification:** Current Kansas Class C Driver's License.

**Skills/Knowledge/Ability:** Ability to perform with minimal or no direct supervision. Ability to follow oral and written instructions. Excellent interpersonal and communication skills. Proficient typing skills and personal computer skills including electronic mail. Knowledgeable in Microsoft Word and Excel programs, record keeping and accounting. Ability to operate fax machine, calculator, copier and other office equipment. Ability to recognize unusual problems and refer to appropriate personnel with suggestions for solution. Most duties are repetitive and related. Ability to work in a fast paced environment. Exercises technical skill under supervision.

**Physical Requirements/Abilities:**

Close mental and visual attention required for detailed work. Ability to lift and carry materials weighing up to 50 pounds. May use forklift to load heavy pallets of chemicals. Frequently uses typewriter, computer, calculator, telephone, and copier. Lifts, stoops, bends, and walks long distances. Works with cleaning solvents.

**WORK ENVIRONMENT:**

Regularly works inside in a climate-controlled environment with adequate lighting and ventilation. Moderate noise level from office machines, such as computers, printers, etc. Occasionally exposed to inclement weather conditions, including pollens and dusts. May experience risk and discomfort.

These specifications should not be interpreted as all-inclusive. Is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Printed Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature \_\_\_\_\_