

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: PUBLIC WORKS
JOB TITLE: OFFICE ASSISTANT III TO V- FLOATER

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COMPENSATION: GRADE 11/STEP 4 - \$36,754 ANNUALLY/ \$17.67 HOURLY
GRADE 11/STEP 7- \$39,520 ANNUALLY/\$19.00 HOURLY*BASED ON EXPERIENCE

JOB TITLE: OFFICE ASSISTANT IV
COMPENSATION: GRADE 12/STEP 4 - \$38,522 ANNUALLY/ \$18.52 HOURLY
GRADE 12/STEP 7 -\$41,517 ANNUALLY/\$19.96 HOURLY*BASED ON EXPERIENCE

JOB TITLE: OFFICE ASSISTANT V
COMPENSATION: GRADE 13/STEP 4 - \$40,477 ANNUALLY/ \$19.46 HOURLY
GRADE 13/STEP 7 -\$43,576 ANNUALLY/\$20.95 HOURLY*BASED ON EXPERIENCE

WORK LOCATION: ACROSS VARIOUS PUBLIC WORK LOCATIONS (MAINTENANCE, ROADS, SOLID WASTE, W&WW, ETC.)

WORK SCHEDULE: 7:30AM TO 4:00PM, MONDAY TO FRIDAY; SATURDAY WORK WHEN REQUIRED; SUBJECT TO CALL BACK WITH LITTLE TO NO NOTICE.

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will be responsible for complex administrative support duties requiring the use of independent judgment and mature discretion and is under the direct leadership of the Public Works Director and Deputy Director. This position will be cross trained to provide administrative support and be a backup as needed in Roads, Solid Waste/Recycling, Maintenance, Fleet, Water and Wastewater and Public Works Administration.

GENERAL REQUIREMENTS

- Pre-employment background check
- Essential personnel subject to emergency call-back with little or no notice

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Provide exceptional customer support (i.e. answer, direct telephone calls, and take messages, etc.)
- Process and reconcile payments and expenditures, invoices, statements, checks, refund requisitions etc. for weekly AP invoicing. Research and correct invoice discrepancies
- Janitorial supply ordering and price tracking
- Create Work Orders to fulfill Janitorial supply requests
- Reconcile custodial orders monthly and create invoices for Departments
- Reconcile Department Credit Card statements monthly
- Mosquito Control deposits
- Maintain files and documentation thoroughly and accurately
- Maintain employee confidence and protect payroll operations by keeping information confidential
- Files correspondence and documents
- Track data and prepare reports as needed
- Receives, investigates, and resolves inquired, requests and complaints
- Performs special or technical assignments as directed
- Attend and participate in meetings and take minutes as required as department representative
- Orders office supplies and equipment as needed
- Complies with safety programs, procedures training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as directed by the Department Head

QUALIFICATIONS AND SKILLS

- High School Diploma with minimum of five years of experience in an administrative support role
- Computer literate, preferably proficient with MS Word, Excel, and PowerPoint with accurate typing skills
- Experience with New World or Munis preferred
- Knowledge of basic accounting and customer service skills and procedures
- Customer service experience preferred
- Ability to operate general office equipment, i.e. fax, copier, calculator, etc.
- Ability to communicate both verbally and written
- Ability to work in a pleasant and harmonious manner with the general public and co-workers
- Ability to express oneself accurately, clearly, and effectively, both in writing and verbally
- Ability to follow verbal/ written instructions; keep records/logs; complete written forms; and to communicate effectively with the public and coworkers
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Professional, personable demeanor and appearance
- Ability to work effectively with little supervision and minimal direction
- Self-starter that takes initiative and has a sense of urgency

Office Assistant IV

- The education and skills listed above, plus 2 to 9 years of work-related training and administrative office experience combined with at least 2 to 5 years of increasing responsibility in an office environment.

Office Assistant V

- In addition to the education and skills listed above, plus 10 or more years of work-related training and administrative office experience combined with over 5 years of increasing responsibility in an office environment.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risks.