

Engineering Technical Assistant/Clerk to PSA Board
Pulaski County

Department: Engineering

Reports to: County Engineer

Supervision Exercised: None

Supervision Received: Work is performed with general instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full Time

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some evening and weekend work required.

ESSENTIAL FUNCTIONS: Associated roles include administrative tasks related to the Engineering Department, Building Department and when needed the Planning & Zoning Department. This role will include routine administrative work, filing, general office duties, permit review, and other technical work related to permitting and enforcement of County Ordinances and Codes. This position also serves as Clerk to PSA Board of Directors. Providing excellent customer service and professional interaction with county departments, public officials and co-workers is expected.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

RESPONSIBILITIES:

- Plans, schedules, and performs a wide variety of clerical and typing work related to the specialized function to which assigned
- Makes computer entries and transcribes correspondence, memoranda, reports, composes routine correspondence and other materials
- Types from rough draft, copy, marginal notes to verbal instructions
- Complies, checks and reviews a variety of data for accuracy, completeness and conformance to established standards
- Serves as back up for Community Development receptionist
- Conducts transactions with the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities

- Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures
- Complies and interprets information for reports and transactions and assists in the consolidation and presentation of data
- Prepares and maintains a system of files and records regarding floodplain and erosion and sediment control permits
- Collects and interprets data for records and reports
- Maintains Engineering and Erosion and Sediment Control files
- Creates Purchase Orders for all departments
- Assists Community Development Department (consisting of Building; Code Enforcement and Zoning) and Engineering Department
- Prepares floodplain permits
- Prepares erosion and sediment control land disturbing permits
- Maintains backflow prevention program records
- Prepares monies for Treasurer's Office
- Serves as the Public Service Authority Clerk, preparing correspondence, Board packets, data entry and preparation of minutes of the meeting

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of standard office practices and procedures and equipment
- General knowledge of business English, spelling and arithmetic
- Ability to type, and transcribe minutes accurately and at a reasonable rate of speed
- Ability to make mathematical calculations
- Ability to meet the public courteously and effectively
- Ability to maintain and establish effective working relationships with others
- Ability to follow oral and written instructions
- Ability to read and write and to exchange information
- Ability to work independently with minimal instruction
- Ability to greet and work with the public courteously and effectively

ADA REQUIREMENTS: The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Ability to sit at a desk and operate computer, calculator, and other devices; ability to read and write and to exchange information; ability to file papers; ability to lift and carry up to 50 pounds.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to graduation from high school, including or supplemented by courses in Microsoft Office applications.
- Extensive knowledge of Microsoft Office Applications such as Word, Excel, Powerpoint, Access

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities

- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: _____

Date: _____