

# Uintah County

## Job Description



<b>Title:</b>	Road Encroachment Secretary	<b>Code:</b>	424
<b>Division:</b>	Road Encroachment	<b>Effective Date:</b>	3/07
<b>Department:</b>	Road	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	14

### GENERAL PURPOSE

Performs a variety of **full performance, routine administrative and complex clerical** duties as needed to expedite the administrative, technical or clerical functions of the road cut inspection division.

### SUPERVISION RECEIVED

Works under the general supervision of the Road Cut Inspector.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**General Duties:** Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to road cut operations; transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Monitors calendar to assure against conflicts; schedules inspections; performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Operates computer and printer; inputs and retrieves data; compiles reports and maintains various computerized files, records and documents, time cards, etc.

Accounts for and processes general revenues from bonds, road cut permits, inspection fees, etc.; submits money to county treasurer's office; processes accounts payable according to established county procedures; processes escrow and bonding releases as directed.

**Inspections:** Receives and reviews applications for encroachment permits; determines completeness of applications; answers questions related to the requirements, determines permit fees, accepts and receipts payments, issues permits; deposits revenues with county treasurer.

Prepares and maintains records of traffic plans, work histories, site maps, letters and; performs preliminary project research as directed by Inspector.

Schedules inspections; follows-up on various inspection activities during course of construction; organizes schedule for final inspections by county inspectors; receives notification of inspection status and prepares certificates.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus one (1) year of specialized training related to above duties;
- AND
- B. Two (2) years of experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge** of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, Excel etc.; telephone etiquette, various office machines, i.e., ten key, copy machine, etc.; administrative procedures; of legal processes associated with the maintenance of public records and documents; encroachment ordinances; interpersonal communication skills, bookkeeping and basic accounting.

**Skill in** taking and transcribing dictation from hand written notes or from recording equipment; computer keyboard operations.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to demonstrate proficiency in keyboard operations.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
 (Employee)