

**HELP WANTED AD**

**The Marion CO Road & Bridge Dept is accepting applications for  
Administrative Asst.**

**Position involves maintaining office records, reports, financial bookkeeping  
accounts and data entry in the R & B Star Computer Program. 1 to 3 years  
office experience required.**

**Must demonstrate strong public relation skills.**

**Applications are available at the Road & Bridge Office, Courthouse, Marion, KS**

**Position open until filled.**

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## ADMINISTRATIVE ASSISTANT

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Department: Road & Bridge  
Reports To: Road & Bridge Superintendent and/or Office Manager

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### **Position Summary**

Under the administrative supervision of the Road & Bridge Superintendent and/or Office Manager, the Administrative Assistant is a non-exempt position under the FLSA which performs clerical and accounting duties of a complex and varied nature. Responsibilities include frequent public contact and interdepartmental contact through conveying messages, information, and department procedures and schedules. Work involves maintaining office records, reports, and financial bookkeeping accounts of the department. The Administrative Assistant facilitates the smooth office operations of the Marion County Road & Bridge Department.

### **Essential Functions**

- \* Answers phone and 2-way radio to receive and deliver messages;
- \* Receives and handles citizen complaints and requests;
- \* Types, copies, and distributes correspondence, invoices, purchase orders, contracts, and reports;
- \* Maintains attendance and personnel records;
- \* Prepares and submits employee time records to the personnel office for processing;
- \* Submits mileage vouchers to the personnel office for processing;
- \* Maintains records of materials purchased, amount of rock and asphalt used, and the locations;
- \* Maintains equipment records;
- \* Assist the general public with survey records;
- \* Prepares vouchers for payment to vendors;
- \* Performs computer data entry;
- \* Generates reports;
- \* Tracks expenses and other information for reimbursement by FEMA and other agencies as needed;
- \* Maintains records of fuel used by every County department and prepares billings;
- \* Orders fuel for section men;
- \* Coordinates mandatory drug testing for department employees;
- \* Maintains records for fuel storage tanks;

### **Marginal Functions**

- \* Other related duties as deemed necessary or as assigned.

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**Administrative Assistant  
Road & Bridge Department  
Position Requirements**

Experience: At least one year of clerical and bookkeeping experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: High school diploma or GED. Necessary to have completed a computer course along with courses in accounting and bookkeeping at college level or equivalent training and experience.

Skills: Knowledge of bookkeeping principals, mathematics, office procedures, map reading, and computers. The ability to operate a typewriter, calculator, 2-way radio, computer, and other related office equipment. Ability to maintain record of time cards, personnel leave balances and daily fuel storage records. Order fuel for Equipment Operator I, II, & III at various locations in the county. Ability to receive, interpret and follow instructions. The ability to express or exchange ideas by means of communication. Conveys detailed or important instructions and information to other staff and to the general public. Excellent interpersonal and communication skills required. Knowledge of double entry bookkeeping.

Problem Solving: Day-to-day problem solving exists in this position. Problems include handling citizen complaints concerning road conditions and project schedules, and coordinating mandatory drug testing for county Road and Bridge employees.

Decision Making: Day-to-day decision-making exists in this position. Decisions include prioritizing work assignments. Employee makes decisions about the most efficient and accurate methods to perform daily duties.

Accountability: Employee is not responsible for budgetary control of the department but does track expenditures and income and assists in the annual department budget process.

Supervision: Occasional supervision. Job related decisions are occasionally reviewed by supervisor.

Personal Relations: Frequent contact with other county departments and the general public.

Working Conditions: While most work is performed in an office environment, some exposure to hostile people may occur when assisting the public.

Physical Requirements: Work is sedentary in nature and involves deskwork most of the time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.