

**POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA**

POSITION: Office Secretary, Part Time, No Benefits
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. – 5:00 p.m. M-TH Max of 20 Hours
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2023
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Decatur provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Office Secretary for the Decatur County Highway Department, responsible for performing various clerical duties.

DUTIES:

Answers telephone and greets office visitors, answering questions, providing information and assistance, responding to inquiries, and directing callers to appropriate individuals or departments.

Performs various clerical duties, including posting daily worksheets, sorting and distributing mail and outgoing correspondence.

Performs a variety of recordkeeping duties, including filing and maintaining records, documenting receipts, and retrieving files.

Prepares documents and forms, including general correspondence, reports, and orders.

Enters, verifies, and updates data on computer, including statistics and accounting reports.

Calculates and collects fees for applications, issuing receipts, reconciling cash receipts, filing, and posting.

Participates in accounts payable and accounts receivable activities.

Maintains office equipment, including computer, typewriter, telephone, radio, copier, scanner, and assists with purchasing office materials and supplies.

Performs other duties as assigned, such as maintaining inventory and business cards.

Prepares copies, collates, and staples materials, and establishes and maintains permanent files.

Performs other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE with two (2) years of clerical experience and working with the public required.

Must be at least 18 years of age.

Must be able to pass all hiring requirements, including passage of a drug test, medical exam, and background check.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, and reports.

Working knowledge of basic filing systems and ability to maintain accurate and complete department files and records.

Ability to properly operate standard office equipment, including computer, printer, calculator, typewriter, 2-way radio, fax machine, scanner, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and work with others in a team environment, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and/or locations.

Ability to compile, collate, classify data, and compare or observe differences and similarities between data, people, and things.

Ability to file, organize, copy, and mail materials.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of clerical duties with work priorities determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures, and incumbent refers to supervisor for unusual matters. Errors in incumbent's work are primarily prevented or detected through supervisory review. Undetected errors may result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, and the public for purposes of rendering service.

Incumbent reports directly to Superintendent.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, driving, handling/grasping/fingering objects, close/far vision, speaking clearly, hearing sounds/communication.

Interested applicants should complete an online application <https://decaturcounty.in.gov/employment> and submit application to hr@decaturcounty.in.gov

Decatur County is an Equal Employment Opportunity Employer

Posted: May 1, 2025

Removed: May 9, 2025