

PUBLIC WORKS CLERK I

DISTINGUISHING FEATURES OF THE CLASS: This is primarily clerical work involving responsibility for a variety of related duties which may include reception and special public works-related projects. Supervision is received from the Public Works Clerk II or an administrative employee. During periods of emergency work, employees in this class may be required to work other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives incoming calls, places outgoing calls and takes messages, referring callers when appropriate;

Receives telephone and in-person complaints, develops and maintains detailed records of same, radios appropriate personnel if the complaint constitutes an emergency and monitors the resolution of all complaints;

Receives and relays information by radio regarding emergencies (e.g. gas leaks, motor vehicle accidents);

Greets visitors, provides information and takes orders and collects fees for maps;

Maintains account receivable and account payable records, including inputting, updating and correcting information in computerized and manual accounting system;

Reviews, prepares requisitions and invoices to insure accuracy and to detect problems;

Composes routine letters, including correspondence with vendors;

Sorts, classifies and processes requisitions and vouchers, financial records, data, filing, etc.;

Maintains claims for reimbursement and billing from State;

Maintains a variety of records and files and prepares reports, as required;

Completes special projects, when assigned (e.g. determine annual cost of oiling, patching, and sweeping, etc.);

Operates adding, copying or other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of accounting terminology and practice; working knowledge of common terminology used in public works reconstruction and maintenance; ability to prepare routine correspondence, reports and other materials; ability to get along well with others and to exercise tact; ability to carry out oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of office or public works experience, at least one (1) year of which must have been office work.

NOTE: Additional years of required experience may be substituted for the required education on a year-for-year basis. Experience as a Laborer will not be considered as qualifying.

R.C.D.P. (07.16.1991) 08.19.2015 - Job specification may be subject to further revision
Competitive