

PUBLIC WORKS CLERK II

DISTINGUISHING FEATURES OF THE CLASS: This is primarily clerical work of a general but moderately difficult nature and may include duties of a laboring nature for a department of public works, streets or highways. A considerable degree of tact is required to handle complaints and requests. General supervision is received from an administrative employee. Supervision may be exercised over a small number of employees. 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:

Answers telephone and provides appropriate answers to questions pertaining to the public works operation;
Prepares a variety of reports and statistical data (i.e. payroll and work records, weather information, gasoline use, mileage records, sewage treatment plant records, etc.);
Relays and receives information by radio regarding employees' activities;
Prepares replies to letters requesting routine information;
Maintains office files;
Operates addressograph, mimeograph, adding or other office machines;
May prepare vouchers for salaries, materials and supplies;
May perform any or all types of laboring work as required.

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 four (4) years of office or public works experience.

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.

*Retitled from Public Works Clerk.