



## JOB DESCRIPTION

Job Title: Road Office Office Clerk	FLSA Status: Non-Exempt
Department: Road Department	
Effective Date: January 01, 2023	
Revision Date: October 5, 2023	Salary: \$16.07-\$20.09 Hourly

### **General Purpose**

This position requires the employee to perform a variety of clerical and technical work.

### **Supervision Received**

Works under general direction of the Road Superintendent and Road Office Manager

### **Supervision Given**

None

### **Essential Functions**

- Performs basic office duties such as answering telephone and directs individuals to the appropriate personnel
- Operates office equipment such as: copiers, facsimile machines, computers and other related office machines
- Compile, copy, sort, file, type, greet public and direct calls and individuals to the appropriate Supervisor or Department
- Schedules fleet vehicles as needed for other departments
- Responsible for training other co-workers and employees as assigned.
- May be required to be trained in specialized skills within the functioning of the Road Department, such as gravel testing. Should be able to train other Road Department employees in the gravel testing process.
- May assume responsibilities of coordinating projects between the Road Department, with other departments, agencies or contractors.

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## **Minimum Qualifications**

- Graduation from high or GED, higher education related to business management is desirable.

## **Required Knowledge, Skills and Abilities**

- Has some knowledge of accounting practices and procedures.
- Has the ability to establish and maintain effective working relationships with employees, other departments, agencies and the public.
- Has the ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.
- Must have a valid Utah Driver's License.
- Have computer skills and knowledge in Word, Excel, Power Point, Google and is able to easily adapt to County software programs.
- Must be meticulous in work habits and reports.
- Must have the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must be adaptable with a weekly schedule.

## **Special Qualifications**

Must be able to comply with applicable county and departmental policies and safety standards. Must be willing to maintain a flexible working schedule, and occasionally work weekends and shifts.

## **Work Environment**

Tasks require a variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. May be required to lift up to 25 pounds on occasion. Talking, hearing and seeing are essential to the performance of daily job functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Daily travel in automobiles or heavy equipment required in job performance.

San Juan County is an equal opportunity employer and encourage women, minorities, and the disabled to apply.

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