

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 18, 2006

### HIGHWAY CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing routine clerical duties to further the overall work of the municipal highway department. Incumbents serve as a personal secretary to the head of the department. The work is performed under the general supervision of the department head with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of clerical subordinates. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Coordinates the maintenance of and prepares department financial, payroll, and attendance records including accepting and accounting for funds, preparing vouchers and purchase orders;
2. Sets up and maintains files of correspondence, documents and records, including financial documentation used to update and inform the supervisor and accounting personnel;
3. Assists with annual department budget preparation and monitors expenditures to preclude overspending;
4. Prepares reports using statistical and narrative information;
5. Assists with departmental safety compliance in coordinating safety compliance and communicating with employees on new or existing laws and regulations in the workplace;
6. Participates in required training, including emergency management, and the subsequent implementation and update of related plans;
7. Monitors and tracks status of various program activities including the billing of highway performances completed by other municipal entities as part of the shared services agreement;
8. Prepares responses to letters concerning programs, policies and procedures for supervisor's signature;
9. Opens, reviews and distributes incoming mail in accordance with staff assignments and attaches appropriate background material to correspondence;
10. Schedules and arranges meetings, conferences and appointments, assembles and coordinates background material, prepares memoranda, agendas, and minutes for meetings, and serves as recording secretary for committees and/or teams;
11. Implements office procedures and maintains efficient work flow;
12. Relays instructions from supervisor to appropriate staff orally, in writing, or electronically;
13. Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
14. Requisitions department office supplies and maintains department inventory of supplies and equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern office terminology, procedures, equipment and business English; thorough knowledge of the principles and techniques of office management and clerical processing; good knowledge of the organization, functions, laws, policies and regulations, and terminology of the municipal highway department; ability to handle clerical details independently including the composition of letters and memoranda; ability to analyze and summarize information in both narrative and numerical form; ability to setup and maintain filing systems; ability to maintain program accounts and budgetary data; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to prepare and maintain records; ability to communicate effectively both orally and in writing; ability to understand and interpret written material; ability to establish and maintain effective working relationships with others; tact and courtesy; sound judgment; integrity; professional demeanor; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications.

### **NOTE:**

Office Clerical experience is experience that involved filing, typing, using a computer keyboard and mouse, telephone, letter writing, accounting, photo-copying, mail, alphabetizing, assembling of records, coding, etc.