

**STILLWATER COUNTY**  
**Job Description**

**CLASS TITLE:** Administrative Support – Road / Clerk & Recorder

**DEPARTMENT:** Road and Bridge / Clerk & Recorder

**ACCOUNTABLE TO:** Clerk & Recorder / Road Superintendent

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a variety of moderately complex work within the department; assists in department procedures and processes as assigned. Work varies somewhat within established standards and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Work is primarily performed in an office setting involving prolonged sitting, bending, stooping, climbing, lifting up to 35 lbs. (greater with assistance) and walking;
- Must possess the ability to communicate both orally and in writing, hear and speak clearly with clarity;
- Work performed in undesirable conditions is limited but may be exposed to fumes, noise, cold, heat, and dampness;
- May be exposed to inclement weather while picking up the mail and getting machinery parts when needed; and
- Must possess a valid Montana Operators License.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Work performed may include the typing of letters and other documents from copy, rough draft, or recording; working on spreadsheets, waiting on customers at the counter providing information and answering inquiries;
- Answering telephone and dispatching messages, distributing incoming mail, maintaining records and department files as assigned, and prepares tabulations;
- Coordinates claims, obtains receipts from vendors, purchase supplies, cleans the office and keeps the office neat, maintains accurate records;
- Responsible for the proper use and maintenance of office machines and equipment;
- Organizes and maintains files of records, reports, documents, correspondence and manuals;
- Processes office and department documents, records, and time sheets; and performs other duties as directed
- Initiates monthly, quarterly, and annual reports and other department operation records and prepares routine statistical records, tabulations, and summaries.

**CLASS TITLE: Administrative Support – Road / Clerk & Recorder (continued)**

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school or equivalent; PLUS
- Two (2) years of experience in an office setting and some computer skills required;
- Some technical training and/or experience desirable;
- Must possess a valid Montana Operator's license.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Completes all assignments in a timely manner;
- Maintains accurate and timely records;
- Prepares and submits accurate and timely reports;
- Adheres to safety techniques and procedures at all times;
- Has the ability to handle stress and emergency situations;
- Works professionally and politely with others and the general public;
- Responsible for materials and equipment requiring care;
- Records and files all Official County Documents;
- Establishes and maintains effective working relationships with fellow employees and the public;
- Responsible for materials and equipment requiring care.
- Performs other duties as may be assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Written 3-1-2017