

Position Description
County of Madison, Indiana

POSITION: Office Secretary/Receptionist
DEPARTMENT: Maintenance Department
WORK SCHEDULE: 7:00 a.m.-3:00 p.m., M-F
JOB CATEGORY: (COMOT)

DATE WRITTEN: September 1997
DATE REVISED: March 2020

STATUS: Full-time
FLSA STATUS: Non-exempt

Incumbent serves as office secretary and telephone receptionist for the Maintenance Department and is responsible for general secretary duties.

DUTIES:

Prepares invoices/claim forms and submits them to Property Manager for signature.

Maintains file copies of all claims and invoices paid by department.

Type's letters and memos as directed by the Property Manager.

Reproduce copies of all forms utilized by Maintenance Department.

Issues & maintains maintenance requirement sheets for all county buildings and equipment.

Maintains records of all weekly maintenance requirement sheets.

Assists in ordering uniforms for Maintenance Department personnel.

Receives maintenance and custodial requests via telephone/computer and records them on "work request" forms.

Assists in directing maintenance and custodial via radio communications when necessary.

Periodically collects and counts money from the sanitary napkin machines and properly processes for quietus at the Auditor's Office.

Occasionally assists in custodial duties.

Occasionally assists in providing break time for the parking booth attendant and/or basement security.

Performs related duties as directed by the Property Manager.

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I. SKILLS AND KNOWLEDGE:

Knowledge of prescribed Maintenance Department procedures and policies and ability to follow specific instructions to perform routinized operations.

Ability to clearly communicate, both orally & written.

Ability to type and use office equipment including typewriter, computer, copier, calculator, etc.

II. RESPONSIBILITIES:

Incumbent performs clerical duties according to standardized practices which require independent judgement to select applicable methods to complete tasks.

Responsible for accurate and prompt submission of invoices to the Auditor for payment.

Responsible for maintaining up-to-date files for Maintenance Department.

III. PERSONAL RELATIONSHIPS:

Incumbent maintains contact with Property Manager, co-worker, representatives of other departments and agencies, and members of the general public for a variety of purposes including giving and receiving factual information, processing and maintaining accurate department records, and implementation of procedures necessary to the rendering of such services.

Reports directly to the Property Manager.

IV. PHYSICAL EFFORT:

Incumbent performs duties in an office environment and occasionally must lift light boxes, stoop, and climb stairs.

Applications for the position are available and must be submitted to Human Resources by mail or email:

Madison County Government
ATTN: Human Resources
16 E. 9th Suite 105
Anderson, IN 46016
or
www.madisoncounty.in.gov

Deadline for submission is Friday, March 27, 2020 at 4:00 PM

Madison County Government is an Equal Opportunity Employer