

JOB DESCRIPTION

PAGE 1 OF 3

JOB TITLE: SECRETARY.
REPORTS TO: NOXIOUS WEED DIRECTOR
DEPARTMENT: NOXIOUS WEED/HAZARDOUS WASTE
DIVISION: N/A

ORIGIN DATE: MAY 1994
REVISION DATE: SEPTEMBER 2018
DEPARTMENT NO.: 10-26
JOB NO.: 26-03

- I. **JOB SUMMARY:** This is a non-exempt position. Persons in this position perform a range of duties that include secretarial, bookkeeping, and administrative duties for both the noxious weed department and the household hazardous waste department.
- II. **PRIMARY DUTIES:**
- A. Post receipts and disbursements to individual accounts, prepares statements, handles the collection of accounts receivable, makes deposits at the Treasurer's Office in directors absence.
 - B. Reconciles invoices, prepares payment vouchers, and prepares bids.
 - C. Sell and distribute chemicals for noxious weed control to the public, calculates average price rates for the chemicals.
 - D. Makes recommendations to the public on noxious weed control and household hazardous waste disposal.
 - E. Records and prepares reports of disposition of chemicals, labor and equipment.
 - F. Prepares monthly; quarterly, and annual reports.
 - G. Performs receptionist and secretarial duties including answering phone, waiting on customers, receiving and sending correspondence, maintaining files, purchases and maintains office supply inventory.
 - H. Unloads, identifies and segregates household hazardous waste received at facility. Bulks oils, solvents and paints.
 - I. Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, citizens, coworkers and management. Being pleasant with others on the job and displaying a good-natured, cooperative attitude. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
 - J. Must be reliable, responsible, dependable, and fulfill obligations.
 - K. Must show up for work on a regular and predictable basis as scheduled.
 - L. Other duties as determined by Department on Aging Director.
- III. **INTERMITTENT DUTIES:**
- A. Perform related duties as assigned by Director.
 - B. Attend both required and selected seminars or training programs.
- IV. **QUALIFICATIONS:** Requires current Class C driver's license. Must maintain current certification and licenses common to this position including the Hazardous Materials Awareness Level Certification. Must be bondable. Must not be convicted of any violations of Article 41 of Chapter 65 of the Kansas Statutes

Annotated or any Statutes of a similar nature concerning controlled substances of other States or the United States of America.

- A. EXPERIENCE: Two years in general office duties including secretarial, accounting and computer operations desired.
- B. EDUCATION: High school diploma, G.E.D. or equivalent required. Two years of post secondary education or training with emphasis in secretarial, accounting and computer operation is desired.
- C. KNOWLEDGE: Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful. Must acquire knowledge of County and State regulations and laws regarding weed control. Must acquire knowledge of household hazardous waste permit regulations. Must have knowledge of administrative principles, including accounting necessary to manage the daily activities of the office. Must have the ability to integrate and apply new computer software for word processing, spreadsheets, accounting applications and date base software.
- D. SKILLS: Operate a typewriter, calculator, copier, fax, two-way radio, and personal computer with laser printer.

Problem solving: A frequent factor in this position.

Decision making: A moderate factor. Most situations are covered by policies and procedures.

Supervisory: The employee plans and carries out the day to day operations of the office with minimum supervision while handling the problems and deviations of the normal workday in accordance with County policies, previous training or accepted office practices.

Financial/budgetary: Substantial volume of transactions occur in this position and there is substantial requirement to compile and submit financial reports.

Interpersonal: Frequent contact with the public, other County employees, State Agricultural Officials and vendors.

Working conditions: Moderately adverse working conditions in the office facilities. The work environment involves the normal risks and discomforts typical of the office, requires the use of personal protective equipment when loading chemicals and unloading household hazardous waste and working outside in all types of weather conditions. This job does have a relative risk to your health, you will be handling, moving and working around hazardous substances.

Physical requirements: Requires sufficient visual acuity to be able to read, write and operate equipment common to this position. Requires sufficient hearing level to be able to effectively communicate with people directly or by telephone. Work requires sitting, walking, standing, bending, wearing personal protective equipment while loading chemicals and lifting containers weighing up to 50 pounds to a height of 60 inches and the unloading and handling of hazardous waste.

Employees hired after March 13, 2018:

Lyon County (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position.

For the Classification Series of LYON COUNTY: OFFICE PERSONNEL:

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).

- 4. Employee's position requires pushing a maximum force of 5 pounds.
- 5. Employee's position requires pulling a maximum force of 5 pounds.

SAFE LIFTING CRITERIA: Floor to knuckle: 45 lbs
 12" to knuckle: 45lbs
 Knuckle to shoulder: 22.5 lbs
 Shoulder to overhead: 22.5 lbs
 Carry: 45 lbs
 Push: N/A
 Pull: N/A

This job description has been examined for compliance with the Americans With Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA). **This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.**

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____

Date _____

Printed Name _____

Lyon County Representative Signature _____