

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Weighmaster Administrative Assistant
DEPARTMENT: Solid Waste & Recycling
REPORTS TO: Solid Waste & Recycling Manager
FLSA STATUS: Non-Exempt

SUMMARY: The employee in this position will perform a variety of tasks related to office functions and weigh station operation. Duties will include secretarial and clerical tasks, serving customers at the landfill office and by mail, as well as bookkeeping functions of accounts payable and receivable. Duties of weigh station operation will be shared with other staff members to ensure the continued function for all hours of operation. This position will require work on weekdays, Saturdays and Holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform reception and secretarial duties.
2. Process credit applications and create new accounts upon approval.
3. Prepare and mail customer invoices and monitor customer accounts.
4. Reconcile accounts and verify bank statements.
5. Operate computerized weigh scale system.
6. Register customer vehicles and refuse containers.
7. Prepare monthly reports for Finance and Treasure's offices.
8. Prepare accounts payable invoices and reports.
9. Process routine office correspondence.
10. Manage filing system.
11. Monitor hauling contract
12. Prepare reports for budget and audit processes.
13. Update departmental asset inventory.
14. Maintain cash drawer for daily cash receipts.
15. Prepare bank deposits
16. Prepare daily reports; cash, charge, product, tonnage. Reconcile reports w/weigh tickets.
17. Screen incoming loads by visual inspection to control unacceptable waste and to direct waste to appropriate disposal area.
18. Make sales of refuse disposal stickers.
19. Monitor incoming vehicles for proper permit registration
20. Perform data backup on scale/office computer system.
21. Shared responsibility to make bank deposits.
22. Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires an individual with strong skills and experience performing secretarial, bookkeeping, computer word processing, and database management, public relations duties in an active office that serves the public and commercial customers. Work schedule requires rotating with other staff in order that operations are maintained Monday through Saturday.

EDUCATION and/or EXPERIENCE:

- ❖ AA degree in business administration, accounting, or a related field.

- ❖ Two (2) years of office experience, one in performing accounting and bookkeeping functions.
- ❖ Strong computer skills are necessary.
- ❖ Experience and ability to apply communication skills to successfully work with the public are also required.

MATHEMATICAL SKILLS:

Required are mathematical skills at a level of an AA degree. These include the knowledge and ability to perform algebraic functions. Must have the ability to complete bookkeeping, account and budget calculations.

REASONING ABILITY:

This position requires a level of ability such that the individual can create documents and reports as needed to accomplish tasks required by County offices, agencies and landfill customers. Ability is needed to identify and understand needs, factors influencing a situation, desired goals, and possible and best solutions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's license

PHYSICAL DEMANDS:

The individual performing the duties of this position will be required to listen, speak and communicate with supervisors, co-workers, customers and the public. Must be able to view loads in vehicles including dump trucks. This may require climbing onto these vehicles and communicating with drivers for acceptance of waste and to give direction. Other physical demands include keyboard data entry and operation of office machines and equipment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work place for this position is the office/scale house of the Garrett County Solid Waste Disposal and Recycling Facility. This environment differs from that of a traditional office due to the variety of activities that take place, such as construction/operational activities, truck traffic and walk in customers. Most duties are performed in the landfill office with a portion of time spent outside in varying weather conditions. Landfill operations continue throughout the year without closure due to weather conditions. As a result, encountered will be conditions of extreme heat, extreme cold, snow, ice, slippery conditions, uneven surfaces, rain, wet/humid conditions, dry/dusty conditions, wind, and sunshine and odors in the course of carrying out the outside duties. Work tasks will be performed in close proximity to moving equipment, vehicles and parts with times of noisy conditions. Safety of staff and the public is first priority.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.