

# **JOB POSTING: NOTICE OF VACANCY**

**It is the intention of the LaSalle County Highway Department to fill the vacancies in the following job classification.**

Classification: BOOKKEEPER1/SECRETARY1

Location: LaSalle County

Department: LaSalle County Highway Department

1400 N. 27<sup>th</sup> Road

Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 7:00 a.m. to 3:30 p.m. Monday through Friday.

The provisions of the Federal Fair Labor Standards Act apply to defining time worked in order to assess overtime compensation for this position. However the first eight hours of each day worked and the first 40 hours worked of each work week will be paid at straight time. Overtime rate varies according to union contract.

Wage: \$14.15 per hour

Job Duties, Minimum Qualifications, Physical Ability:

Per the attached document "Job Classification: Bookkeeper1/Secretary1".

## **BOOKKEEPER1/SECRETARY1**

Primary duties include;

- Greet all visitors/answer all incoming phone calls.
- Open mail, stamp, date stamp, prepare the outgoing mail.
- Type letters, documents, and other correspondence.
- Assist Bookkeeper with accounts receivable, accounts payable, monthly reports.

Qualifications:

- Two to three years practical experience in office/clerical environment.
- High School Diploma or GED.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Proficient typing skills.

Send detailed resume in confidence by November 30, 2021 to;

Donald R Ernat, County Engineer  
*dernat@lasallegcounty.org*  
LaSalle County Highway Department  
P.O. Box 128  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title: Bookkeeper1/Secretary 1**

**Work Location: LaSalle County Highway**

**Division/Department: Highway Department**

**Reports to: County Engineer**

**Employment Classifications:**

- Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade: \_\_\_\_\_**

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

**Responsible for administrative functions and the coordination of activities related to the operations of the department.**

- A Bookkeeper 1/Secretary 1 for the Highway Department should be able to complete all duties of the other secretarial positions. These duties are not all inclusive, as the employee is expected to complete an assignment given by supervisory personnel.
- Greet all visitors to the Highway Department, providing requested information and direct to the appropriate highway personnel.
- Answer all incoming phone calls. Direct all calls to the proper personnel or take messages. Distribute all incoming faxes in a timely manner. Maintain phone log and "sign out" log book. Assist anyone unfamiliar with office machine operation.
- Open the mail, stamp, date stamp and give to Supervisory Personnel, and to prepare the mail in the evenings.
- Update, highlight, copy and distribute various lists and calendars. This also includes maintaining the appointment book and distributing daily reminders, and updating all public information boards and racks.
- In absence of Maintenance Secretary, handle radio calls and permits.
- Prepare letters, documents and other correspondence as directed by the County Engineer, Assistant County Engineer, Maintenance Supervisor and other Highway Department Staff.
- Prepare the committee room for meetings. Set up, clean up and coffee.
- General office duties of typing, filing, and bring in the paper.
- Assist Bookkeeper with all accounts receivable and accounts payable. Enter accounts receivable and accounts payable into CIC. Check over MFT bills for bookkeeper before meeting.
- Assist in maintaining the Township MFT and mailing out end of month Township reports.
- Assist in maintaining Petty Cash funds and reimbursements
- Assist in posting checks for deposit.
- Assist Bookkeeper with entering allotments and interest as assigned.
- Assist Bookkeeper with monthly reports, preparing pre-paids/hand draws and invoices as assigned.
- Typing and filing for bookkeeping department.
- Maintain compliance with all County policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.
- **All other duties and tasks as assigned**

**Requirements:**

- High School Diploma or equivalent required. Associate's Degree or higher level college attainment preferred.
- Two to three years practical experience in an office/clerical environment, preferred.
- Must be able to operate office equipment and have experience with Microsoft office programs.

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- Proficient typing skills.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal departments and staff as well as external entities such as vendors and departmental business contacts.
- Ability to follow direction and work independently.

**PHYSICAL DEMANDS:**

*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.*

This position requires sitting (5-8 hrs.), standing/walking (1-3hrs) and may experience occasional standing, walking, lifting, reaching and grasping and Repetitive motion – use of the hands and fingers for typing/keyboarding, hand-written documentation and regular office work.

**Defined as Sedentary Work** – exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, and pull of objects. Sedentary work involves sitting most of the time. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

**WORK ENVIRONMENT:**

*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.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**