

# JACKSON COUNTY HIGHWAY DEPARTMENT

1200 Enterprise Avenue, Murphysboro, IL 62966  
618.684.4141

## Job Description Administrative Assistant

### General Information:

The Administrative Assistant position is directly responsible for reporting to and taking assignment and direction from the County Engineer in support of the County's system of highways throughout the County. In addition, duties performed will include coordination and support of various items associated with the 16 Road Districts within Jackson County.

The essential job duties of this position include but are not exclusive to:

- Coordination with the County Engineer and Maintenance Foreman.
- Receiving and assisting the general public with items associated with the Highway Department or Highway System by telephone, email or in-person.
- Perform bookkeeping duties including the posting of bills, income and verifying balances at the end of each cycle for the 3 County tax accounts, and 18 County and Township Motor Fuel Tax accounts.
- Perform on-going account reviews concerning budgets and balances.
- Perform payroll duties associated with time sheets, vacation, sick and comp time.
- Prepare monthly, quarterly and annual funding and disbursement reports for the review to the County Engineer, County Real Property Committee and County Board.
- Coordinate with the County Clerk and County Treasurer's office with respect to account balances and payroll.
- Maintain County and Motor Fuel Tax contract and financial records as required.
- Coordinate with County and Illinois Department of Transportation audit teams on at least an annual basis.
- Record on-going equipment and vehicle records as provided by the Foreman.
- Assist in Project and Maintenance bid preparation and bid tabulation.
- Assist in Material Delivery scheduling and coordination with multiple vendors.
- Assist in Radio Dispatching for County Highway Department employees.
- Responsible for the records on employees, equipment and building.
- Typing and preparation of various forms, letters, proposals and contract documentation.
- General office duties associated with scanning, faxing, and copying.
- Maintain filing system and be responsible for the general retrieval of information.
- Schedule and follow-up with meeting participants
- Operation and coordination of Maintenance of various types of office equipment including: computers, copier, printers, etc.
- Responsible for maintaining office and general supplies as directed, including some specialized items associated with County or Highway work.
- Some driving associated with general errands in the local area.

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The ob/personnel skills needed to perform the job duties include but are not limited to:

- Professionalism, Punctuality and Honesty acting as a representative of Jackson County.
- Be able to take direction and work independently to complete tasks.
- Be highly flexible and interested in acquiring new skills on an on-going basis.
- Be willing to interact with the public, vendors and co-workers with a helpful and attentive attitude
- Have a minimum of five (5) years of bookkeeping, accounting or similar verifiable skills
- Have a general working knowledge of the requirements and practices of general ledger accounting in a software environment.
- Have a general working knowledge of the minimum requirements of financial audit practices
- Be proficient in general computer skills and knowledge within a Windows operating environment including Microsoft Word, Excel and Access, and internet skills to email, search and retrieve data from various websites.
- Understand and be able to understand and communicate information on roadway maps is preferred.
- Experience specific to using Microsoft Access and BS&A software are preferred.
- Experience in working in an engineering or construction environment is preferred.
- Experience and knowledge of general Illinois Department of Transportation Motor Fuel Tax requirements are preferred.
- Required to be or has the ability to become a Notary Public
- Be willing to have a General Background check conducted by Jackson County prior to job acceptance.
- Have access to a reliable vehicle with a valid driver's license and vehicle insurance as required by the State of Illinois. Be willing to have a Motor Vehicle Review conducted by Jackson County prior to job acceptance.
- Be willing to meet the drug/alcohol testing policy of Jackson County and specifically any requirements of the Jackson County Highway Department.