

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Part-time Office Assistant
DEPARTMENT: Soil & Water Conservation District
WORK SCHEDULE: To Be Determined – Office Hours M – F, 8:00 - 4:30
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: May 2006

STATUS: Part-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Office Assistant for the LaPorte County Soil & Water Conservation District, responsible for accurate preparation and delivery of conservation services and maintenance of department documents.

DUTIES:

Composes and files departmental correspondence, memorandums, conservation plans, newsletters, new releases, reports, and related documents from written drafts or composing as assigned.

Answers department telephone and greets visitors, determines nature of call, responds to inquiries, and/or routes caller to appropriate individual, department, or agency.

Receives, sorts, and distributes department mail. Maintains department mailing lists.

Maintains inventory of office materials and supplies, submitting requisitions as needed.

Attends monthly District Board meetings as requested.

Assists office staff as directed.

Maintains department website based upon input from supervisors.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Previous experience/training preferred.

Must be at least 18 years of age.

Working knowledge of Indiana Association of Soil and Water Conservation Districts, ISDA, USDA, NCRS, Farm Bill Programs, (IASWCD) and Indiana Department of Environmental Management (IDEM) guidelines and operations of department.

Working knowledge of standard office procedures and computer software used by department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to read and interpret aerial photographs, plat books, and topographic maps.

Ability to operate standard office equipment, including computer, printer, calculator, telephone, copier, and fax machine.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, IASWCD, IDEM, state agencies, federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and evenings and occasionally travel out of town for training and conferences, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of duties according to general policies and procedures established by department, with special or detailed instructions given only in regard to unusual assignments or upon request of the incumbent. Independent judgment is used in selecting the best practices and methods to employ to achieve desired results. Supervisory review is generally limited to review of important assignments upon completion to ensure accuracy and compliance with department policies. Undetected errors may lead to loss of time and/or money to the district.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, IASWCD, IDEM, state agencies, federal agencies, and the public for a variety of purposes, including coordination of conservation district activities, relaying information regarding official action of District Board, and rendering service.

Incumbent reports directly to the District Administration Manager.

IV. PHYSICAL EFFORT/WORKING ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, driving, keyboarding, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent is occasionally required to work extended hours and evenings and occasionally travel out of town for training/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Part-time Office Assistant for the LaPorte County Soil & Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name