

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Technical Assistant II

Department:

Date:

Reports To: Department Head

FLSA: Non-exempt

Pay range: \$16.66 - \$23.30

PURPOSE OF POSITION:

The purpose of this position is to provide technical support to an assigned department, acting in an independent manner to process documents, prepare billings, enter information into a database and provide counter assistance to the general public. Duties include, but are not limited to: maintaining accurate accounts receivables and payables system, maintaining thorough knowledge of appropriate regulations and rules, providing general administrative support, and performing additional tasks as assigned by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assist customers at the counter, telephone or by mail. Provides information regarding appropriate rules, regulations and procedures related to customer requests.

Responsible for maintaining various records. Maintains various bookkeeping records, including balancing and processing monies, such as fees, fines, taxes, and other relevant funds; makes deposits as needed; maintains a ledger on transactions handled by the office. Balances accounts and transfers to the appropriate fund; produces reports of transactions.

Enters data into computerized database. Query databases as needed to provide information to customers.

Utilizes various office machines and equipment in the delivery of service, such as computer, telephone, facsimile machine, adding machine, calculator, copier, camera, and postage meters.

Reviews and receives various reports, documents, and forms, bank statements, billing invoices, monthly reports, various applications, and office forms. Prepares daily, weekly and annual reports.

Receives and files various reports and documents, including truck and trailer inspection sheet, safety data sheet, time cards, inventory sheets, maps, material safety data sheets, truck inspection sheets, vehicle repair sheets, inventory sheets, load sheets, fuel consumption sheet, hazardous chemical safety program reports, accident reports, injury reports, disposal and incident response forms, and vehicle maintenance reports.

Monitors trucks entering and leaving the landfill, acts as a main gate.

Checks truck loads.

Contacts businesses to ensure that loads are picked up on time.

Orders various office, building and grounds supplies as needed/requested.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists the department head with various duties. Serves as backup to various units or other departments. Performs other related duties as required.

EQUIPMENT AND SOFTWARE

The majority of the time is spent operating equipment, such as personal computer, copier, scanner, calculator, typewriter, fax, postage machine, and multiline phone. Computer software **used including but not limited to; Microsoft Word and Excel**. Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, typewriter, facsimile machine, copier, and telephone.

TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

MINIMUM:

A two-year degree with a minimum of two years' experience in the administrative technical or accounting field.

PREFERRED:

A Bachelor's degree with a minimum of five years' experience in a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

SUPERVISORY RESPONSIBILITIES

None

ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Physical Requirements:

Must be able to move or carry job-related objects or materials. Must be physically capable of reaching to obtain various book, printouts, file boxes, computer paper, etc. Physical demand requirements are at levels of those for light active work.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals and read and convert geographic statistics; determine percentages; determine time and weight; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

Environmental Adaptability:

Work is normally performed in an office environment. Headaches, eye strain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury. Work may also be performed in an environment with regular exposure to a number of undesirable conditions: noise, dust, fumes, vehicle exhaust, moving parts, electrical shock, burns, hazardous weather conditions and toxic agents.

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Employee's Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.