

**CARBON COUNTY MONTANA
JOB DESCRIPTION FORM**

Job Title: Sanitarian Department Secretary

Position#:

Department: Sanitarian

Reports To: County Sanitarian

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 20.00 Nonexempt Exempt

Reason for opening:

Prepared By: Commissioners

Date: 6/19/17

I. **PURPOSE OF THE JOB** (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)

Performs administrative support to Sanitarian, performs a variety of clerical and minor administrative duties.

II. **ESSENTIAL FUNCTIONS** (What activities are required for the position to exist? Estimate the percentage of time spent in each.)

- Perform receptionist duties, including screening correspondence, telephone calls, and visitors for Sanitarian. Schedule meetings or appointments; refer matters not needing the personal attention of that person to the appropriate staff personnel; track progress to insure timely reply by supervisor or staff as needed.
- Answer a variety of routine and semi-technical questions related to the Sanitarian and Planning functions, procedures, regulations, and programs of the agency after determining that information may be given; answer inquiries which do not need policy interpretation or expertise.
- Perform a variety of minor administrative functions related to the updating of regulatory manuals and resource binders, and maintenance of statistical department history.
- Compile a variety of information from different organizational sub-divisions, filing systems, codes, regulatory guidelines and source documents using different forms of arrangement and organization to comply with procedural guidelines or managerial requests.
- Compose letters, memoranda, correspondence, summaries, resolutions, or notices from general instructions or in accordance with regulatory guidelines and accepted work procedures; type and distribute materials according to subject matter or routing and mailing procedures.

<p>III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)</p>
<p>Coordinate Public Hearings</p> <p>As time allows, provide office assistant to Planning Department and Disaster and Emergency Services Department.</p> <p>May act as a secretary to Board of Health and Planning Board as needed.</p> <p>Other duties as assigned.</p>
<p>IV. KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)</p>
<p>Required:</p> <p>Must have office skills including typing, filing, bookkeeping, and operating office machines including computers. Must be able to use a computer to do word processing and database entry. Must be able to use the telephone.</p> <p>Job requires a high degree of accuracy.</p> <p>Job requires that information be kept confidential</p> <p>Able to work well with people.</p> <p>Able to work with minimal supervision.</p> <p>Able to work under stressful conditions.</p> <p>Able to do a number of jobs at same time. Multi-tasker.</p> <p>Preferred:</p> <p>Map compiling and map reading skills.</p>
<p>V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Deposit fees and track mail accounts.</p>
<p>VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)</p>
<p>Extensive contact with the public in person and by telephone. Regular contact with co-workers and with personnel from other departments and agencies.</p>
<p>VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>Occasionally required to attend meetings in the evenings.</p>

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input checked="" type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied By: Commissioners Date: June 19, 2017

Comments: