

**INGHAM COUNTY
JOB DESCRIPTION**

SECRETARY - DRAIN OFFICE

General Summary :

Under the supervision of the Drain Commissioner, performs a variety of clerical/secretarial functions for the Drain Commissioner and other department staff. Activities include conducting file searches, answering questions from the public on drain related matters, maintaining office files, and taking complaints regarding drains.

Essential Functions :

1. Performs secretarial and clerical support functions such as answering the telephone, filing, making appointments and reservations, maintaining files, and typing correspondence and reports.
2. Provides information by telephone and in person to customers concerning the functions, processes, and requirements of the Drain Office. Assists customers with permit applications. Responds to homeowners, contractors, realtors and others regarding concerns with policies, schedules, or related issues.
3. Assists in the preparation of special assessment rolls, the annual report, and drainage district mailings, by doing research, making copies, and updating names and addresses on computer files.
4. Takes complaints from concerned parties regarding drains and forwards them to the Drain Commissioner or an inspector. Notifies individuals of the progress of complaint investigations as appropriate.
5. Files a variety of materials such as correspondence, invoices, maps, legal opinions, DNR permits and applications, and other related documents.
6. Compiles information from records and files for the preparation of various reports.
7. Types letters, notices, vouchers, permits, reports, and standardized documents from rough copy or oral instruction.
8. Provides back up for the Account Clerk-Drain Office and other departmental support personnel requiring a working knowledge of various office positions.
9. Attends inter-county Drainage Board meetings and produces and distributes meeting minutes.
10. Maintains the library of periodicals and creates and maintains department filing systems.

Other Functions :

11. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent. Prefer experience with window based computer programs.

Experience: One year of office experience. Prefer experience which provided some familiarity with the operation of the drain office.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Climbing and descending ladders to reach the vault.

Bending and stooping to access departmental files and records and operate equipment.

Ability to enter and retrieve information from a computer.

Periods of prolonged sitting to enter data to computer.

Working Conditions:

Works in office conditions.