

**INGHAM COUNTY
JOB DESCRIPTION**

SPECIALIST CLERK - DRAIN OFFICE

General Summary :

Under the supervision of the Engineer, performs a variety of clerical/secretarial functions for the engineer and other department staff. Prepares legal documents related to county drain issues, contacting various people and organizations in the course of the work. Establishes plat development files. Responsible for the office computer network system including the resolution of computer hardware and software problems.

Essential Functions :

1. Prepares legal petitions related to county drain issues. Prepares files and enters information into data base to create monthly reports. Contacts various county personnel, engineering firms, and local units to obtain information needed to prepare petitions. Responds to inquiries from interested parties concerning the status of petitions.
2. Responsible for the office network system, backs up all staff work on a regular basis, enters new software into server and individual computers, creates new programs for staff and trains them in their use.
3. Establishes and maintains plat development files and enters them into the computer. Prepares letters, legal documents, and agreements and contacts attorneys and engineering firms as necessary to develop and maintain files.
4. Prepares spreadsheets and records time, material, and equipment used on drain inspection, maintenance, and repair activities each day in order to prepare a monthly report to the accountant so that charges can be made to the appropriate drain district.
5. Performs secretarial and clerical support functions for the engineer and other department personnel such as taking dictation, answering the telephone, filing, and making appointments and reservations. Composes and types letters in response to requests from property owners, contractors, developers, local and state officials, and others.
6. Attends staff meetings, Board of Public Works meetings and other public meetings to take minutes. Prepares and distributes minutes to appropriate parties.
7. Prepares portions of the annual report concerning work crew activities, plats, developments, and petitions.

8. Provides information by telephone and in person to customers concerning the functions, processes, and requirements of the Drain Office. Assists customers with permit applications, receives money for fees, and issues receipts.

Other Functions

9. 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.

Experience: Two years of office experience which included experience with windows based computer programs. Prefer experience which provided some familiarity with legal terminology or 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.