

Platte County Highway Department

402-563-4909

2610 14th St.
Columbus, NE 68601

Secretary/Receptionist

SCOPE OF WORK

This position is responsible for performing a variety of clerical and administrative tasks within the Highway Department. Primary duties include managing incoming phone calls and other communications, as well as performing financial bookkeeping functions, including accounts payable, accounts receivable, and payroll.

Key responsibilities also involve recording and organizing information for the preparation and distribution of reports, compiling data to assist in monitoring departmental expenditures, addressing and resolving routine complaints, maintaining organized files, and executing other general office duties as needed. This role operates under the supervision of the Administrative Assistant.

Examples of Work to Be Performed

- Respond to inquiries and routine complaints from clients, the general public, and external agencies; provide accurate and timely information to government officials, department personnel, and other stakeholders as requested.
- Compile, calculate, and analyze statistical data for financial, personnel, and administrative reports; maintain and update computer databases; reconcile accounts and monitor departmental invoices, expenditures, and vouchers; oversee office inventory and ensure accurate recordkeeping.
- Prepare payroll and vendor claims; verify and record timesheets; track and file quarterly reports related to special fuel and sales tax; manage incoming and outgoing mail, including preparation and distribution of large mailings.
- Maintain a comprehensive database of surface materials applied to County and Township roads; organize and update records of traffic count data; oversee supplier invoices and monitor county construction and maintenance projects.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of office management principles, practices, and procedures, as well as proficiency with modern office equipment.
- Familiarity with fundamental accounting principles, financial record-keeping procedures, and general personnel management practices.
- Strong ability to prioritize tasks and complete work efficiently within established deadlines.
- Proven capacity to establish and maintain effective working relationships with government officials, colleagues, and a diverse public audience.
- Excellent communication skills, both verbal and written.
- Proficiency in maintaining and utilizing written and computerized record systems, including expertise in Microsoft Word, Access, Excel, QuickBooks, ASA Inventory Software, and Adobe Systems.

Desired Qualifications

- Associate's degree from a vocational or technical college with a major coursework in public or business administration, accounting, office management, or a related field.
- Prior experience in a County or government work environment is highly preferred.

Minimum Qualifications

- High school diploma or equivalent, supplemented by coursework in public or business administration, accounting, or a related field.
- An equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities will also be considered.

Minimum Qualifications

Work is primarily performed in an office setting, with occasional exposure to typical office-related hazards.

Special Note

This description was prepared to indicate the types of activities and levels of work difficulty required for this position. It is not intended as a complete list of specific duties, responsibilities or assignments.

Platte County
Equal Employment Opportunity Employer

(EXCLUDES CRIMINAL HISTORY INQUIRY)

Application for Employment

This application is good for 90 days or until the position is filled.

Platte County is committed to ensuring equal employment opportunities for all applicants and employees in all aspects of personnel administration, without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other basis prohibited by applicable state and federal law.

Federal law requires us to provide reasonable accommodations to applicants and employees with known disabilities, unless doing so would impose an undue hardship. If you need accommodation to complete the application process or to perform any essential functions of the position, please feel free to let us know.

Type of Work Desired (Check all that apply)	Full-Time	Part-Time
---	-----------	-----------

Have you ever been employed here before?	If yes, give date: _____
--	--------------------------

Have you filed an application here before?	If yes, give date: _____
--	--------------------------

Applicant's Full Name: _____

Street Address: _____

City, State & Zip Code: _____

Telephone Number: _____	Work Number: _____
-------------------------	--------------------

Position Applied For: _____	Date Available for Work: _____
-----------------------------	--------------------------------

How did you learn about this job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States?

If hired, you will be required to provide documentation sufficient to establish both your employment authorization and identity, in compliance with the Immigration Reform and Control Act of 1986. While you do not need to present this documentation at the time of your interview, please be prepared to provide it immediately upon receiving an offer of employment.

This position is subject to a veteran's preference. Are you eligible for and requesting a veteran's preference?

[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below a few positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position for classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability or national origin.

Employer/Kind of Business:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year) From: To:	Hourly Rate/Salary Starting: Final:
Full-Time Part-Time	
Reason for Leaving:	
Employer/Kind of Business:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year) From: To:	Hourly Rate/Salary Starting: Final:
Full-Time Part-Time	
Reason for Leaving:	
Employer/Kind of Business:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year) From: To:	Hourly Rate/Salary Starting: Final:
Full-Time Part-Time	
Reason for Leaving:	

Employer/Kind of Business:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year) From: To:	Hourly Rate/Salary Starting: Final:
Full-Time Part-Time	
Reason for Leaving:	

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate race, color, religion, sex, disability, or national origin.

Select Highest Grade Completed: College: Did You Graduate?

Post-High School	Name of School	Major	Degree Type
College/University			
Graduate School			

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

Typing Word Processing Data Entry PC/Computer Terminal
 Calculator/Adding Machine Dictation Equipment Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	License From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application, or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy.

I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability, all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such an investigation. Furthermore, I authorize the County to supply my employment record, in it's sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Platte County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established. I have the right to terminate my employment at any time and Platte County retains the same right regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

SIGN HERE: _____
Applicant's Signature Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.