

WHITLEY COUNTY HIGHWAY DEPARTMENT

FULL-TIME

OFFICE MANAGER

Job Duties:

Incumbent serves as Office Manager for the Highway Department, responsible for answering phones and general office duties.

Answers telephones and greets office visitors, providing information and assistance. Taking messages, transferring and directing persons to appropriate location. Assists the public with complaints.

Prepares and submits claims to the Auditor's office for payment and various correspondence and reports. Submits monthly bills to departments for fuel facility. Maintains ledger books and oversees financial expenditures.

Calculates pay for employees and maintains employee service records. Records and compiles data and submits fuel tax refund forms.

Orders office supplies, stone, gravel, cold mix, fuel for the fuel facility, and other highway related items.

Enters daily cost accounting data, signs repairs and other data.

Job Requirements and Difficulty of Work:

High school diploma required. Business Management degree, or similar, preferred.

Ability to properly operate a variety of standard office equipment, including computer, typewriter, calculator, fax machine, copier, and telephone.

Working knowledge of standard Office computer software. Ability to learn how to utilize specialized software programs related to daily operations.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Send Applications/Resumes to:

Brandon Forrester
801 S Line St
Columbia City IN 46725
wcengineer@whitleygov.com

Whitley County Government is an Equal Opportunity Employer