

Hamilton County Highway Department

County Engineer
Richard Coronado Jr., PE
(618) 643-2714

910 E. Randolph
McLeansboro, Illinois 62859

JOB DESCRIPTION

HIGHWAY SECRETARY

The Hamilton County Highway Department is currently seeking to hire a secretary. This is a union position.

The position consists of general secretarial duties and plays a vital role in the daily operations of the Highway Department. The hours of work are Monday thru Friday 8:00AM to 4:00PM with a thirty (30) minute paid lunch period. This position reports to the County Engineer.

Duties:

Handle incoming and outgoing communications, including emails, phone calls, and letters, ensuring timely responses and appropriate routing.

Organize and maintain filing systems, both physical and digital.

Communicate and deal with elected officials, the general public, township road commissioners, various contractors and suppliers.

Perform time keeping duties for the Department's seven employees.

Post various advertisements/notifications by the engineer in the local paper as assigned.

Process payments for Oversize and Overweight Permits.

Prepare the monthly claims for payment of the 6 accounts.

Write checks associated with the claims approved by the County Board.

Enter data into various software programs.

Verify material ticket totals as invoiced.

Mail payments and various documents provided by the engineer.

Manage inventory and order office supplies as needed.

And other various duties deemed necessary for the daily operations of the Highway Department.

Qualifications:

Knowledge, skill and mental development equivalent to completion of four years of high school.

Strong written and oral communications.

Familiarity with Microsoft Office and other various programs (Word, Excel, Adobe, QuickBooks, etc.).

The ability to multi-task.

The ability to pay attention to detail in managing documents and data entry.

The ability to conduct themselves in a professional manner.

The ability to maintain productive working relationships.

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Pay and Benefits:

This is a Union position.

The starting pay for this position is \$21.21/hr. for the first ninety (90) days of probationary employment by the County. After the ninety (90) days of probation the pay will be increased \$1.00/hr. for a total of \$22.21/hr.

Health Insurance is covered 100% for full time employees (but not dependents).

\$15,000.00 Life Insurance at no cost.

Retirement is paid into the State IMRF (Illinois Municipal Retirement Fund).

Paid Time Off:

3 Personal Days

12 Sick Days (Earning rate is 4 hours per pay period)

10 Vacation Days after 1 year of service.

17 Holidays