

# **MONTGOMERY COUNTY HIGHWAY DEPARTMENT**

## **SECRETARY/CLERICAL JOB DESCRIPTION**

April 2026

### **Summary**

Performs highly responsible and complex secretarial duties under administrative direction of the County Engineer.

### **Primary Duties and Responsibilities**

Prepare payroll and track overtime, vacation, sick time, comp time and personal business for all employees of the Highway Department. Process time cards and keep track of dues for union employees. Work as a liaison with the County Treasurer's office to ensure proper deductions are made from paychecks on by-weekly basis. Distribute pay-checks.

Manage personnel files including training, certification, licenses and disciplinary action.

Prepare invoices and vouchers for all county highway budgeted accounts. Prepare monthly invoices to the other county departments for fuel sales and 911 sign cost.

Manage inventory list of all highway department equipment. Prepare property acquisition and disposal forms to be submitted to the County Treasurer's office.

Responsible for ordering traffic signs, office supplies and other miscellaneous equipment as requested.

Other miscellaneous duties include answering phone, screening calls, general organization of the office including files, maps and plans and other duties as required or assigned by the County Engineer.

### **Minimum Qualifications**

High School Diploma or equivalent.

Have good working knowledge of computer software such as MS Word, MS Excel and QuickBooks. General knowledge of MS Access is desirable.

### **Reports To**

Montgomery County Engineer

### **Salary**

Salary is as agreed upon in the Collective Bargaining Agreement.