



CITY OF MARTINSBURG  
WEST VIRGINIA

232 NORTH QUEEN STREET  
P.O. BOX 828  
MARTINSBURG, WEST VIRGINIA 25402  
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**POST**

**NOTICE**

The City of Martinsburg Public Works Department has an immediate opening for the position of:

**Public Works Secretary**

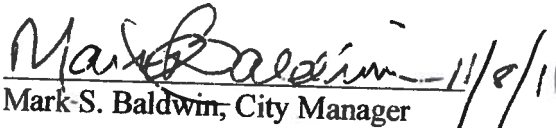
|           |                   |
|-----------|-------------------|
| Pay Grade | 7                 |
| Pay Range | \$23,158-\$33,579 |

Any employee interested in the position should file an Application for Employment with the Human Resource Director on or before **5PM Wednesday, November 23, 2011**.

**EDUCATIONAL EXPERIENCE/SKILLS REQUIRED**

**See attached job description for complete description of duties and requirements.**

Graduation from high school or GED equivalent with specialized course work in general office practices, computer skills, accounting, and/or bookkeeping and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Working knowledge of computer programs and data processing and other office practices used in an office setting. Skill in operation of telephones, computer software programs, copy machine, postage machine, fax machine base radio and calculator. Experience in supply procurement helpful. Ability to process incoming and outgoing mail. Ability to effectively communicate verbally and in writing. Ability to handle stressful situations. Ability to establish and maintain effective working relationships with employees, others departments and the public. Ability to understand and carry out written and oral instruction.

  
Mark S. Baldwin, City Manager

**CITY OF MARTINSBURG**



**JOB: PUBLIC WORKS SECRETARY**

**DATE: 11/8/2011**

**PAY GRADE: 7**

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**CODED TITLE: 360**

**REPORTS TO: PUBLIC WORKS  
DIRECTOR**

**1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: PUBLIC WORKS SECRETARY**

- **PAY STAUS: NON-EXEMPT**

**2. REQUIREMENTS:**

|  |  |   |  |
|--|--|---|--|
|  | <b>Education:</b>                                | High school diploma or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping and two (2) years of increasingly responsible related experience, or any equivalent of combination of related education and experience.   |  |
|  | <b>Licensing, Registration or Certification:</b> | Background check must be satisfactory.<br>Pre-employment screenings must be passed.<br>Must possess or be able to obtain at time of hire, and maintain a valid WV drivers license.  |  |
|  | <b>Experience</b>                                | Education and/or experience above or any equivalent combination of education and experience.  |  |
|  | <b>Skills, Knowledge and Abilities:</b>          | <p>Working knowledge of computers and electronic data processing.</p> <p>Working knowledge of modern office practices and procedures.</p> <p>Some knowledge of accounting principles and practices.</p> <p>Skill in operation of telephones, computer software programs, copy machine, postage machine, copy/fax machine, base radio and calculator.</p> <p>Ability to effectively meet and deal with the public, always being polite as a representative of the City.</p> <p>Ability to handle stressful situations.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> |  |
|  | <b>Physical:</b>                                 | <b>Body Positions:</b>  | Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and crawling. |

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|---|---|
| <b>JOB: PUBLIC WORKS SECRETARY</b>        | <b>DATE: 11/8/2011</b>  |
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|  |                |                                  |  |
|--|----------------|----------------------------------|--|
|  |                | <b>Body Movements:</b>           | <p><b>Must use hands to finger, handle, feel or operate objects, tools, or controls.</b></p> <p><b>Must be able to meet any required physical standards.</b></p> <p><b>Reach with hands and arms.</b></p> <p><b>Must be able to occasionally lift and/or move up to 25 pounds.</b></p> <p><b>Stand, walk, sit.</b></p> |
|  |                | <b>Body Senses</b>               | <p><b>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, and the ability to adjust focus.</b></p>   |
|  | <b>Mental:</b> | <b>Language</b>                  | <p><b>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</b></p>   |
|  |                | <b>Supervision Exercised</b>     | <b>None</b>  |
|  |                | <b>Reasonable Accommodations</b> | <b>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</b>   |

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**3. TASKS and DUTIES OF JOB: General Definition: Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Public Works Department staff and assisting in the administration of the standard operating procedures of the department. Employee works under the direct supervision of the Public Works Director. While performing the duties of this job, the employee regularly works indoors in a comfortable office environment. Noise level in the work environment is usually moderately quiet.**

|          |   |
|----------|---|
| <b>1</b> | Maintains the required confidentiality of all work.   |
| <b>2</b> | Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance and data processing. |
| <b>3</b> | Answers in-coming calls and routes callers or provides information as required.   |

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| <b>4</b>  | Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary to appropriate persons.  |
| <b>5</b>  | Assists in the procurement of department materials, equipment and maintains supplies; prepares purchase orders for the appropriate departmental signature; secures invoices or other documentation to accompany voucher. |
| <b>6</b>  | Operates office machines and computer as required.   |
| <b>7</b>  | Prepares and monitors work orders.   |
| <b>8</b>  | Receives, stamps and distributes incoming mail, processes outgoing mail.   |
| <b>9</b>  | Types and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.   |
| <b>10</b> | Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.   |
| <b>11</b> | Plans conference and training sessions. Coordinates travel plans for staff.  |
| <b>12</b> | Maintains records such as notices, benefit schedules, work schedules, payroll schedules and other required documents within the department.  |
| <b>13</b> | Acts as custodian of department documents and records; establishes and maintains filing systems, control records and indexes.  |
| <b>14</b> | Schedules appointments.  |
| <b>15</b> | Any and all other duties assigned by the Public Works Director.  |

**4. MEASURES OF PERFORMANCE:**

|          |  |
|----------|--|
| <b>1</b> | Has a thorough understanding of job duties.  |
| <b>2</b> | Shows an interest in job and City. Represents the City in a professional and ethical manner.   |
| <b>3</b> | Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts. |
| <b>4</b> | Accepts and adapts to change, Learns new things quickly.   |
| <b>5</b> | Cares about quality-rarely makes errors, Requires little direct supervision, able to work  |

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|  |           |   |
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|  |           | independently.  |
|  | <b>6</b>  | Has ability to multi task in changing situations, without undo stress or frustration.   |
|  | <b>7</b>  | Practices quality employee/customer service/phone manner/public engagement.   |
|  | <b>8</b>  | Accurate in duties as assigned.   |
|  | <b>9</b>  | Prepares required reports accurately and timely.  |
|  | <b>10</b> | Strives to develop and maintain skills necessary to progress in the Public Works Secretary position. Seeks opportunities to grow and develop in position. |

**I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.**

|                 |             |                   |             |
|-----------------|-------------|-------------------|-------------|
|                 |             |                   |             |
| <b>Employee</b> | <b>Date</b> | <b>Supervisor</b> | <b>Date</b> |