

STATE OF IOWA

Office for Planning and Programming

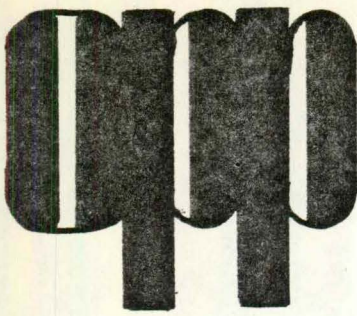
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Director

PROPOSED JOB DESCRIPTIONS
FOR
CHEROKEE COUNTY

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March 20, 1978

Cherokee County Board of Supervisors
Cherokee County Courthouse
Cherokee, IA

Members of the Board:

We are pleased to present our report entitled Proposed Job Descriptions for Cherokee County and we hope it will be of value to you in structuring your current personnel management systems. Contained within this report you will find discussions concerning various components of a personnel management system and actual job descriptions.

The report is comprised of proposals and we hope you will review them and make any changes that will tailor the material closer to your needs. This material can be very useful to you and we hope you will give it careful consideration and take the necessary steps for adoption and implementation.

We would like to take this opportunity to express our appreciation for the cooperation and help we received from all of the Cherokee County employees. Although this report represents an end to our active involvement with Cherokee County, we will remain available to explain any of our recommendations that the Board may have questions about. Feel free to contact us concerning any questions you may have.

Sincerely,

Staff of the Local Government
Personnel Service Center

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Enclosures

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I. INTRODUCTION

Historical Perspective:

In June of 1975, the Cherokee Board of Supervisors requested assistance from the Local Government Personnel Service Center of the State of Iowa's Office for Planning and Programming. This help was to be in the form of a comprehensive personnel management proposal and was to be derived from an in-depth study of approximately 70 employees. Due to a backlog of projects, this study was not begun until October of 1977. At that time, a newly constituted Board of Supervisors again endorsed the need for a personnel management plan and this document is the end result of the study that was conducted.

Components of a Personnel Management System:

There are four basic components of a personnel management system. The four components are: (1) personnel policies; (2) job descriptions; (3) a classification plan and; (4) a compensation system. Job descriptions for Cherokee County employees are contained within this proposal. In order that the reader may fully understand the uses, limitations and inter-relationships of these components, they will each be described in some detail at this time.

Personnel Policies: These policies describe the procedures for handling common occurrences and problems that may normally be expected in the work environment. They also describe the employee's as well as management's rights and relate many of the fringe benefits such as vacation, sick leave and holidays. They do not tell an employee how he is to perform his job and should be supplemented by departmental rule books or procedures manuals if that is the intent.

To achieve the optimum amount of equitability and impact, a standardized set of personnel policies should be adopted for all County employees. Although some County officials balk at this notion, there is no reason why the policies cannot be applied across-the-board as long as provisions are made for the around the clock operations and other special needs. These special provisions typically account for less than ten percent of the entire personnel policy package with the other 90 percent being equally applicable to all County employees.

Job Descriptions: Job Descriptions are the foundation upon which the personnel management system is built. They are a written description of the duties and responsibilities of a given position and they outline the skills and abilities needed to satisfactorily perform the job. They also indicate the kind of training and

As such, job descriptions are very useful management tools. They may be used for recruiting new employees as they outline the qualities that should be present in the job candidates. By setting equitable and work related entry requirements, job descriptions can help insure that recruitment standards are not based on discriminatory criteria. They also allow management some flexibility in managing the work force as they can identify people with similar skills and abilities and thus indicate how employees might be transferred from department to department should staffing needs incur major changes. Job descriptions are also the basis of the compensation program as they identify the skills, knowledges, responsibilities and experience requirements for which management should be paying. Thus they provide the raw data for rank ordering jobs in terms of the appropriate level of compensation and they also provide the basis for comparing County jobs to other public and private jobs requiring similar qualifications. In terms of legal ramifications, job descriptions can be used to substantiate the "equal pay for equal work" doctrine should the Department of Labor ever investigate a complaint. They may also be used by the Public Employment Relations Board for unit determinations and identifying supervisory (exempt) personnel should union elections ever be held. As such, they will be indicative of "past practices" upon which the PERB will base part of its decision. By setting equitable and work-related entry requirements, job descriptions can help insure that recruitment procedures are not based on discriminatory criteria.

What job descriptions do not do is to tell management how well incumbents perform their jobs or how many people are needed to carry out the work of a department. A job description describes a position and not a person. The questions of efficiency, production and staffing are traditional management problems and can best be answered through techniques such as methods and procedures analysis, time and motion studies, personnel evaluations, and management by objectives. However, the underlying purpose of all of these methods is to find out what the person should be doing and then determine how closely the person is performing to that standard. Thus job descriptions are helpful in the initiation of this process.

Another point about job descriptions that should be made is that they are not intended to restrict the kinds of related duties that may be assigned to an individual. The "Duties" section of the job description is aimed at major job functions and additional duties may be assigned as long as they are in keeping with the level and general type of work described in the respective job description. The corollary to this statement is that job descriptions are not static and tend to change over time. Thus management should periodically review and update the job descriptions if they are going to be properly used in any of the manners described above.

The Classification Plan: Technically speaking, the process of classification begins with the writing of job descriptions.

The classification plan is useful in several ways. First, it establishes salaries and wages on a scientific basis and eliminates the arbitrary and whimsical decisions that are so much a part of unstructured compensation systems. The classification system groups all jobs which are basically similar in respect to their nature of work, require performance at approximately the same level of difficulty and responsibility, require similar training and experience at the time of recruitment and, thus, can be equitably compensated within the same pay range. This at least establishes internal consistency and insures that jobs are rewarded in a proper manner in comparison to each other. It also provides the framework for comparing compensation levels within the County to rates paid by other public and private employers for similar employees. Thus the County can remain as competitive as it wishes while insuring that it does not pay more than is needed to attract qualified employees.

Another use of the classification plan comes to light when work requirements necessitate the creation of new positions. Through the proper use of the classification plan, the Board of Supervisors and department heads can determine whether the new job may be placed within an existing class or, conversely, if a new class needs to be established. In the former case, questions as to what kind of person needs to be recruited and how much they should be paid are resolved immediately by reference to the established job description and assigned pay grade. If a new class must be established, relevant new job descriptions can be developed within the framework of related existing classes and a proper pay level can be established by comparison of the new class to related existing classes and their pay levels.

The Compensation System: The greatest argument in favor of the use of job descriptions and a classification plan is that they provide the basis for a scientific compensation system. In the typical County without an established personnel management plan, the compensation system usually amounts to a yearly salary review connected with the budget setting process. The results are usually an across-the-board increase for all County employees or a hit and miss attempt to reward employees for their performance during the prior year. This procedure is unsatisfactory in all but the smallest County operations. It tends to perpetuate previous wage inequities; it provides very little motivation for employees to perform their work in an outstanding manner; it usually evaluates employees on incomplete data; it is subject to the recent behavior bias whereby an employee's performance just prior to the wage setting date is the primary consideration of his evaluation; and it is virtually impossible to project and plan future wage trends and budget needs under such a non-system.

There are many types of formal compensation systems such as piece rate systems, bonus and profit sharing systems, longevity systems, step systems, and various combinations of these systems. Since it is felt that the piece rate and bonus plans are inappropriate for County government and that a straight longevity plan would be inadequate, this document will discuss only the step plan and a combination step-longevity plan.

The step plan establishes a series of pay ranges consisting of usually between six to ten steps. The increments between steps average about five percent and each range ends one step higher than the preceding range. New employees would start at the pay grade reflected in the Classification Plan at step 1. An unusually well qualified applicant could be brought in at a higher level depending upon the judgment of the employer. Assuming the employee reaches the top pay step, his wages would be frozen at that level unless he were promoted to another job classification or unless there is an across-the-board cost of living increase. When an employee is promoted to a classification with a higher pay range, he should be given an increase of at least one step over his current salary.

The other compensation plan is a shortened version of the step plan combined with a longevity plan. Under this plan, a newly hired employee is treated exactly the same as he would be under the step plan during his first three years of employment. However, after the third year, increases in the employee's wages would come from application of longevity rates. If the employee is promoted to a higher job classification, his base rate should rise at least one step and he will retain his longevity rights. Cost of living increases are computed only on the base rates (as reflected by the five steps) and longevity percentages are left alone.

The main difference between these two plans is that the step-longevity plan is somewhat less expensive for a stable work force than is the pure step plan. Rather than giving five percent increases over a period of ten years, the addition of the longevity plan reduces increases to about two percent after three years. However, both of the plans have several advantages, some of which are outlined below:

1. They provide management with a means of rewarding competent and loyal employees for good or outstanding service. When people are evaluated and eligible for pay increases at known intervals, they are more inclined to improve their performance than they would be if pay increases are an arbitrary annual decision. Thus the pay plan is being used to motivate people. It should be noted that the introduction of longevity rates tends to reward the employee more for loyal service than improved work ability. Since the learning curve on the typical job flattens out after three years, this may be quite appropriate.

2. Equal compensation can be provided for like work of equivalent responsibility within uniform pay ranges. Discrepancies in pay between various offices are alleviated.
3. Budget estimates and the effects of personnel costs can be prepared and determined with accuracy and payroll procedures can be simplified through the use of a limited number of standard rates of pay.
4. They provide a framework within which salary and wage rates may easily be compared to private and public employers within the area. Thus the County can remain cognizant of how its wages compare to the local environment with minimal difficulty.
5. They permit the installation of general pay increases by a given percentage to meet changing conditions affecting the general levels of compensation without disturbing the basic pay structures and the relationships among classes of positions. Changing conditions affecting a particular class, such as prolonged vacancies or the inability to recruit people within the current ranges, can be rectified by assigning a different pay grade to that particular class. However, caution should be exercised to insure that an accumulation of individual changes does not distort the class relationships. It should also be noted that changes to the compensation plan are better achieved by using percentages than lump sum amounts. Percentages preserve the distinction between classes whereas lump sums tend to bring the lower pay grades closer to the higher pay grades.

Inherent in the concept of a formal compensation plan is the need to review each employee on a periodic basis. If employees are permitted to advance from step-to-step automatically without regard to meritorious service, the motivational aspects of the pay plan are completely obliterated and it simply becomes an artificial method of inflating the County payroll. Thus it is imperative that evaluation meetings be instituted and that they are conducted in a meaningful way.

One method of structuring an evaluation meeting is through the use of an evaluation form. The actual evaluation form used is not terribly important as most of them cover the same basic areas. The important thing is that the employee and supervisor frankly discuss the categories outlined on the evaluation form and come to an understanding about the employee's strengths and weaknesses. The employee may not necessarily agree with the supervisor's opinions, but at least he will know where he stands. An employee who completely disagrees with the supervisor's rating should be allowed to take his grievance up the ladder to gain at least a third opinion. Although this is bound to happen in a few cases, the vast majority of the evaluation meetings will end up with the employee and supervisor in fairly close agreement about the employee's performance.

Employee evaluations should be performed at the lowest level of employee-supervisor contact possible. The department head should review all of the evaluations done within his department.

II. POSITION AND JOB TITLE CONVERSION

The following table shows current employees grouped by office, their present title, and the proposed title that they would be classified under as a result of this study as reflected by their major duties.

It should be noted that the assignment of job titles to individuals was based on responses to the position classification questionnaires and follow-up interviews. Although this technique is not infallible and a number of points of contention will undoubtedly arise, the methodology is well-established and defensible in the majority of cases.

TABLE I
POSITION AND JOB TITLE CONVERSION

<u>Employee's Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<u>Auditor's Office</u>		
Joan Haburn	Deputy Auditor	Account Clerk III
Patricia Lindquist	Computer Operator	Account Clerk I
Helen Wittkamp	Clerk	Account Clerk I
<u>Clerk of District Courts Office</u>		
Jean Roberson	Deputy Clerk	Account Clerk II
Esther Nelson	Bookkeeper, Clerk	Account Clerk II
<u>Treasurer's Office</u>		
Lynde Lundquist	Deputy	Clerk III
Zoe Groesbuck	Deputy Treasurer	Clerk II
Anna Mae Waddell	Clerk	Clerk I
Dorris Shilling	Clerk	Clerk I
Tamara Patterson	Clerk	Clerk I
Ruby Pixler	Clerk	Clerk I
Ellen Bolton	Clerk	Clerk/Typist
<u>County Conservation Board</u>		
Lon Allan	Assistant Exec. Officer	Forester
Frederick Hawkins	County Forester	Forester
<u>Building Maintenance Department</u>		
Beryl Reed	Maintenance Engineer	Building Main. Supv.
Gordon Aldred	Maintenance Engineer	Custodian
<u>Sheriff's Department</u>		
Rose Beazley	Clerk	Clerk Typist II
<u>Public Health Nursing</u>		
Jeanne Lorenzen	Admin. Assistant	Secretary
Marilyn Cope	Public Health Nurse I	Public Health Nurse
Kris Ballard	Public Health Nurse I	Public Health Nurse

<u>Employee's Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<u>Secondary Roads</u>		
Carolyn Noethe	Secretary	Clerk Typist II
Roy Huff	Road Maintenance	Truck Driver
Jeff Eisclen	Truck Driver	Truck Driver
Harry Arrick	Truck Driver	Truck Driver
Paul Jenness	Common Labor	Truck Driver
Maurice Regennitter	Operator	Truck Driver
Jay Nation	Maintainer Operator	Equipment Operator I
Kenneth Roethler	Maintainer Operator	Equipment Operator I
Verlyn Dyslin	Maintainer Operator	Equipment Operator I
Marvin Peekenschneider	Maintainer Operator	Equipment Operator I
Harold Bork	Maintainer Operator	Equipment Operator I
Orville Peekenschneider	Road Grader	Equipment Operator I
Lewis Leeds	Road Grader Operator	Equipment Operator I
Roger Clark	Patrol Operator	Equipment Operator I
Harold Brown Miller	Loader Operator	Equipment Operator I
Clarence Gooser	Equipment Operator	Equipment Operator II
Ron Goth	Dragline Operator	Equipment Operator II
Harry Curtis	Operator	Equipment Operator II
Clifford Booth	County Road	Equipment Operator II
Gerald Parrott	Road Foreman	Road Foreman
Harold Martin	Foreman	Bridge & Sign Foreman
Francis Tilton	Shop Foreman	Shop Foreman
Ray Brewer	Mechanic	Mechanic
Lynn Meikle	Asst. to Co. Engineer	Asst. to Co. Engineer
T. E. Ryan	Asst. to Engineer	Asst. to Co. Engineer
James Jensen	Rodman	Engineering Aide
Russell Woods	Inspector	Engineering Aide
William Olson	Laborer	Maintenance Worker
Delbert Johnson	Maintenance	Maintenance Worker
Paul Prang	Gravel Checker	Maintenance Worker

III. JOB TITLE INDEX

<u>Class Code</u>	<u>Class Title</u>
<u>GENERAL ADMINISTRATIVE AND CLERICAL GROUP</u>	
<u>Clerical and Fiscal Series</u>	
0001	Clerk I
0002	Clerk II
0003	Clerk III
0004	Account Clerk I
0005	Account Clerk II
0006	Account Clerk III
0007	Clerk Typist I
0008	Clerk Typist II
0009	Secretary
<u>ENGINEERING GROUP</u>	
<u>Engineering and Inspection Series</u>	
0101	Assistant to the County Engineer
0102	Engineering Aide
<u>CUSTODIAL, LABOR AND TRADES GROUP</u>	
<u>Equipment Operation Series</u>	
0201	Truck Driver
0202	Equipment Operator I
0203	Equipment Operator II
<u>Labor and Trades Supervision Series</u>	
0301	Shop Foreman
0302	Road Foreman
0303	Bridge and Sign Foreman
<u>Custodial Series</u>	
0401	Building Maintenance Supervisor
0402	Custodian
<u>Skilled Trade Series</u>	
0501	Mechanic
<u>Semi-skilled Trade Series</u>	
0601	Maintenance Worker

PARKS AND RECREATION GROUP

Parks Series

0701

Forester

Public Health Group

Public Health Nursing Series

0801

Public Health Nurse

CLERK I

DEFINITION

Under supervision performing simple, routine, and repetitive clerical tasks which can be readily learned; and performs related duties as required.

DUTIES

Maintains files of correspondence, forms, reports, and other material; files material alphabetically, numerically, or by other predetermined classification; adds new material to individual files; compiles simple records and reports not requiring the making of difficult decisions; compiles and checks forms, lists, applications, and similar material against standard requirements; issues motor vehicle registrations, titles, liens, etc., completing related paper work; files warrants, tax receipts and related material and motor vehicle cards, registrations and related material; makes various mathematical calculations and computations; makes tax searches and notifies delinquent taxpayers; issues receipts and performs simple posting, prepares records, applications, documents, form letters or other materials for files; operates common office machines not requiring previous training; gives information and assists the public in numerous situations and instances.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to sort and file a variety of material with accuracy following a designated system; ability to learn and apply departmental procedures and policies; ability to perform arithmetic computations with speed and accuracy; ability to make routine bookkeeping entries and to fill out business forms; ability to spell and knowledge of rules of punctuation and grammar; ability to meet the public and maintain effective working relationships; ability to follow oral and written instructions; ability to perform clerical tasks with a moderate degree of speed and accuracy; some knowledge of the operation of a typewriter.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0001

CLERK II

DEFINITION

Under general supervision, performs a variety of clerical tasks which require some independent judgment and the application of basic departmental policies and regulations; and performs related duties as required.

DUTIES

Compiles records and reports requiring a knowledge of departmental operations and terminology; completes and checks forms, lists, applications, and similar material against standard requirements; ensures titles and associated documents are transferred and recorded properly; completes monthly reports; may assist in the tax section as needed; cross checks computations and postings made by other employees as a check on their accuracy; prepares records, applications, documents, form letters or other material for files and does actual filing; operates common office machines; may issue licenses to the general public; may collect various amounts of money; examines applications and forms for completeness and compliance with laws, rules, regulations and standards; makes bookkeeping entries and may check for periodic balances; may answer phone calls and route them elsewhere when appropriate; secures and gives out information to the public in reference to departmental services, policies and regulations.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of modern office procedures and practices; knowledge of current motor vehicle and tax laws and legislation; ability to assume some responsibility in getting departmental tasks completed; general knowledge of spelling, punctuation, grammar, and arithmetic; knowledge of departmental policies and procedures; ability to deal with callers and visitors tactfully and courteously; ability to follow written and oral instructions; ability to communicate information clearly in oral and written form.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and two years of clerical experience, or any combination of experience and training which provides the required knowledges, skills, and abilities.

0002

CLERK III

DEFINITION

Under general direction, performs a variety of complex and difficult clerical operations which require considerable independent judgment; may supervise clerks of a lower classification in the performance of routine clerical operations; trains subordinate clerks; is in charge of the office when the elected official is not present; performs related duties as required.

DUTIES

Plans, organizes, and assigns the work of subordinates; collects and disburses money to various taxing bodies and funds; maintains records of bonds and coupons; completes various records and reports and maintains a general ledger; assists with motor vehicle procedures; informs clerks of new or revised policies and procedures; helps maintain production; examines, checks and verifies statistical and other reports for completeness, adequacy, and accuracy of computations; reviews difficult work and personally follows-up on the more difficult or complicated problems; audits, balances, and checks accounts; supervises the maintenance of filing systems; assists in the development of office procedures; operates a variety of office machinery and trains others in its use; assists the general public and may handle substantial sums of money; performs incidental typing; is in charge of the office in the absence of the elected official.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of spelling, punctuation, grammar and arithmetic; thorough knowledge of the office's practices and procedures, knowledge of pertinent sections of the Code of Iowa; statistical and financial record keeping systems and filing procedures; ability to interpret and apply policies, regulations, ordinances, and procedures; ability to plan, assign and supervise the work of clerical subordinates; ability to establish and maintain an effective working relationship with other employees and the public.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and three years of progressively responsible clerical experience, or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0003

ACCOUNT CLERK I

DEFINITION

Under supervision, performs moderately complex non-professional accounting tasks and related work of a clerical nature within an assigned phase of the accounting system; performs related work as required.

DUTIES

Operates a computer terminal, posts ledger accounts; issues payroll and accounts payable checks and warrants; validates, posts, and completes forms; maintains files of real estate cards, making corrections and additions; runs taxes and warrants; completes new and updates voter registration cards; processes deeds and contracts and records changes in plat books and other documents; checks documents for common errors in accounting classification, mathematical errors, and/or the completeness and presence of supporting documents; checks accounts for clerical accuracy of entries, postings, totals, and balances; prepares routine statements, schedules, and statistical data requiring the examination of a limited number of accounts which are closely related; performs routine reconciliation operations involving closely related documents, records, and accounts in which the causes of disagreement are easily identified; types various reports, records, and forms related to the unit's work; waits on the public answering questions and resolving problems and performs miscellaneous clerical duties.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of clerical accounting methods, forms, and techniques; knowledge of departmental and interdepartmental practices and procedures relating to the processing and recording of transactions and accounting information; knowledge of accounting codes, classifications, and terminology pertinent to clerical maintenance operations; ability to process and maintain assigned clerical and fiscal records under limited supervision; ability to read and post numeric data with speed and accuracy; ability to learn the operation of a computer terminal; ability to understand and carry out moderately complex oral and written instructions; ability to make standard arithmetical computations quickly and accurately; moderate typing ability; ability to establish and maintain effective working relationships with other employees and the public.

Minimum Education, Training, and Experience. Graduation from High School and one year of experience in clerical work affording familiarity with figures and record keeping procedures; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0004

ACCOUNT CLERK II

DEFINITION

Under general supervision, to perform complex clerical work involved in keeping or reviewing financial records and reports, and to perform related duties as required.

DUTIES

Balances daily receipts, posts to cash book and journal; disburses funds, reconciles statements, completes monthly, quarterly, and annual reports; receives small claims and other material for posting to the docket, files all instruments and microfilms same; records births, deaths, marriages, dissolutions, adoptions etc.; computes costs for probate, district court and small claims; receives and disburses alimony and child support payments to proper person or agency; with small claims, receives, docket, cross-indexes and delivers original notices; types jury venires, questionnaires, jury selection slips and other documents; collects fees; waits on and answers questions from the public in person or by telephone.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of clerical accounting methods, forms, and techniques; knowledge of departmental practices and procedures relating to the processing and recording of transactions and accounting information; ability to interpret various sections of the Code of Iowa; knowledge of accounting codes, classifications, and terminology pertinent to clerical maintenance operations; ability to process and maintain assigned clerical and fiscal records under limited supervision; ability to read and post numeric data with speed and accuracy; ability to understand and carry out moderately complex oral and written instructions; ability to make standard arithmetical computations quickly and accurately; skill in the operation and care of a typewriter and standard office equipment; ability to establish and maintain effective working relationships with other employees and the public.

Minimum Education, Training; and Experience. Graduation from High School or an equivalent and two years of experience in general clerical work affording familiarity with figures and record keeping procedures; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0005

ACCOUNT CLERK III

DEFINITION

Under direction, performs and supervises the processing of accounting system records and the preparation of fiscal and various reports; and performs related duties as required.

DUTIES

Completes County payroll preparation and payroll deduction accounts (IPERS, W-4's, Ins. etc.), also completes monthly and quarterly reports concerning County payroll; occasional supervision of clerical personnel; processes tax billings and tax list, applies homestead, military, and agricultural land credit to Assessor's books; in charge of office in the absence of the elected official; assists in preparing tax abstract and balancing taxes annually, also assists in preparation of yearly financial report and tax levy sheet; types various meetings minutes - forms, and reports for various proceedings and files same; assists with voter registration and election proceedings; records deeds and performs other general office work using standard office equipment.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Thorough knowledge of clerical accounting methods, forms, and techniques; thorough knowledge of departmental practices and procedures relating to the processing and recording of transactions and accounting information; knowledge of the principles of financial reporting; knowledge of accounting codes, classifications and terminology pertinent to clerical maintenance operations; ability to maintain and supervise the keeping of a variety of clerical accounting records; ability to read and post numeric data accurately; ability to make standard arithmetical computations quickly and accurately; ability to work with increasing discretion and responsibility; skill in the operation and care of a typewriter, calculator and standard office equipment.

Minimum Education, Experience, and Training. Graduation from high school and three years of full-time clerical experience with at least two years of the experience in an area related to clerical account maintenance; or graduation from an accredited business school with at least four semesters (60 hours) of training in bookkeeping and account maintenance; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

0006

CLERK TYPIST I

DEFINITION

Under supervision, to do routine typing and clerical tasks; and to perform related duties as required.

DUTIES

Types title transfers and assorted material daily; answers the telephone and waits on the public; releases and records liens; issues duplicate titles, stickers and license plates; pulls material from files; posts a variety of routine information to records; completes various forms and reports requiring a knowledge of departmental operations; sorts mail daily; on occasion may balance daily records; fills in departmentally as needed.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Ability to understand and follow oral and written instructions; ability to learn assigned clerical tasks readily; ability to establish and maintain harmonious relationships with other employees and visitors; ability to sort a variety of material with accuracy following a designated system; accuracy in spelling, punctuation, and grammar, in both oral and written forms; ability to communicate information clearly; skill in the use of a typewriter.

Minimum Education, Training, and Experience. None, other than the ability to perform the work as demonstrated by a successful performance through the probationary period.

0007

CLERK TYPIST II

DEFINITION

Under supervision, to do routine typing and clerical tasks; and to perform related duties as required.

DUTIES

Types letters, reports and other material from copy, rough draft, or detailed instruction; types information and records from already defined sources; proofreads typed material for grammatical and spelling errors; sorts, alphabetizes and files material; pulls material from files; posts a variety of routine information to records; checks records and forms for accuracy and completeness; gives routine information to other employees and to the public; makes simple arithmetical calculations; answers telephone and refers calls to the proper person; operates standard office equipment.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Ability to understand and follow oral and written instructions; ability to learn assigned clerical tasks readily; ability to establish and maintain harmonious relationships with other employees and visitors; ability to sort a variety of material with accuracy following a designated system; accuracy in spelling, punctuation, and grammar, both oral and written; ability to communicate information clearly; skill in the use of a typewriter.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and one year of clerical experience, or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0008

SECRETARY

DEFINITION

Under the general supervision of a department head or administrator of a small agency, performs responsible secretarial and clerical duties of a varied nature requiring some independent judgment; and performs related duties as required.

DUTIES

Types correspondence and other materials; takes and transcribes minutes of meetings or conferences and prepares drafts of proceedings; transcribes dictation utilizing a dictaphone; composes and types routine letters, notices, and other material as follow-up actions; provides information to the public; prepares reports and maintains appointment schedules; maintains and files various records on office activities pertaining to personnel, budgeting, purchasing, and inventory; receives visitors and answers telephone; receives and routes incoming mail; orders supplies and materials for the office.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Good knowledge of spelling, punctuation, business English, business arithmetic, and the maintenance of complex records; knowledge of modern office methods and procedures; ability to establish and maintain effective working relationships with others; ability to handle confidential work with tact and discretion; ability to interpret and handle routine decisions in accordance with agency policy; ability to deal tactfully with the public; ability to follow oral and written instructions in detail and with accuracy and efficiency; skill in the operation of a typewriter.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and two years of responsible clerical experience, or any combination of experience and training which provides the required knowledges, skills, and abilities.

0009

ASSISTANT TO THE COUNTY ENGINEER

DEFINITION

Under direction, performs professional engineering duties in the planning, designing, drafting, and inspecting of departmental projects; acts as an administrative assistant to the County Engineer; and performs related duties as required.

DUTIES

Supervises and assists in the designing and drafting of roads, culverts, grading, paving, and bridge projects; supervises the construction of culverts, asphalt, concrete, and earth work; inspects new construction; examines materials used in construction projects; assists, supervises, and coordinates surveying crews; prepares cost estimates on proposed projects; assists the County Engineer in the preparation of budgets and annual reports; assists in the preparation of reports associated with the operation of the department as required by local, state, or federal regulations; may supervise a small group of employees and administer paperwork incidental to their employment; contacts land owners and purchases rights-of-way for field projects; serves in the capacity of County Engineer in his absence.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to plan, organize, assign, and supervise the technical work of the engineering section; ability to understand and implement technical instructions; knowledge of engineering techniques, and related principles; ability to perform complex drafting and engineering designs; knowledge of construction costs and specifications; ability to communicate and develop a working relationship with representatives of construction firms, utility companies, the Iowa Department of Transportation, elected officials, and the public; skill in the use and care of drafting, survey, and inspection instruments and equipment.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and completion of a four year college degree program in an engineering field, and one year of related engineering experience, or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0101

ENGINEERING AIDE

DEFINITION

Under general supervision, performs routine drafting assignments; performs routine surveying duties primarily as a rodman using rods and chains and occasionally as an instrument operator using transit and level; performs more routine aspects of construction inspection; performs related work as required.

DUTIES

Performs routine drafting on construction work, topographical profiles, cross sections, and related maps and specification sheets used in planning and construction of roads, culverts, and drainage systems; prepares planning information on maps, layouts, charts, and graphs; holds rod at points designated by instrument operator; takes measurements as directed with tape or chain; drives stakes and clears brush from survey line; performs assigned manual labor; acts as a relief instrument operator; makes any necessary computations and field notes; assists in the inspection of construction projects to assure conformance to dimensional specifications; performs routine repair and maintenance of drafting, surveying, and inspection instruments.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and implement oral and written instructions; knowledge of intermediate mathematics and ability to make computations using algebra and geometry; knowledge of the methods of drafting and the proper use of drafting equipment; knowledge of survey methods and the proper use of surveying equipment; ability to make accurate notes from readings; ability to perform moderately heavy labor for brief periods of time.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent including coursework in algebra and geometry and some exposure to drafting and surveying techniques or an equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0102

TRUCK DRIVER

DEFINITION

Under general supervision, operates single axle truck equipped with dump box to transport and dump loose materials such as sand, gravel, crushed rock, or bituminous paving materials; drives truck equipped with blade to plow snow or equipped with box to spread sand; performs related work as required.

DUTIES

Drives a truck engaged in hauling materials and supplies to maintain county roads; operates hand and foot controls to tilt box and dislodge and dump materials; operates the necessary levers to raise and lower blade attachments to push or scrape snow from road surfaces; operates controls to engage the power take-off in order to spread sand or salt; operates tamper, mows weeds, patches blacktop and builds drive-ways; performs routine mechanical maintenance of equipment operated; patches roads, cleans and sets culverts, cuts brush and trims trees using a chainsaw and related tools, helps with bridge repair and performs other routine unskilled manual tasks.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the operation and mechanical function of a single axle truck; knowledge of operating hazards and of applicable safety precautions; ability to understand and follow written and oral instructions; ability to operate heavy trucks and perform manual labor for extended periods.

Minimum Education Training, and Experience. Some experience in the operation of heavy equipment or some previous trucking experience.

Required Special Qualifications. Possession of a valid chauffeur's license.

0201

EQUIPMENT OPERATOR I

DEFINITION

Under general supervision, performs semi-skilled and skilled work involving the operation of a motor patrol to spread and level dirt, gravel, and stone to grade specifications in the maintenance of roads and construction activities; performs related work as required.

DUTIES

Drives motor patrol and regulates the height and angle of patrol blade with a series of levers; drives patrol in successive passes to level surfaces to specified grade; cuts and finishes grades; prepares sub-grades; judges depth of cut by feel of levers and sound of engine; removes snow from roadways and road shoulders; cleans ditches and waterways with patrol; performs routine preventative maintenance and adjustments to patrol including changing blades; operates, on occasion, other special pieces of equipment such as endloader, backhoe, dozer, excavator, and draglines; drives and operates trucks as needed; assists in laying culverts and putting in drainage tubing under roads and driveways; cuts brush and weeds; spreads gravel; performs manual labor as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the mechanical operations of the motor patrol and other equipment operated; knowledge of operating hazards and of applicable safety precautions; some knowledge of the techniques of road and bridge construction and maintenance; ability to understand and follow written and oral instructions; ability to perform manual labor for extended periods under unfavorable weather conditions.

Minimum Education, Training, and Experience. Some responsible experience in heavy equipment operation.

Required Special Qualifications. Possession of a valid chauffeur's license.

0202

EQUIPMENT OPERATOR II

DEFINITION

Under direction, to perform skilled operations with heavy specialized equipment used in road and bridge construction and maintenance; and to perform related duties as required.

DUTIES

Operates machinery such as draglines, endloaders, backhoes, excavators, dozers, trucks, as well as other equipment; re-lays culverts, cross-pipes, and driveways; repairs tile; lays new tile; back-fills, loads dirt, rocks, and other materials; loads and unloads heavy objects; participates in other road and bridge work such as cleaning ditches, cutting trees and brush, and plowing snow in adverse weather conditions; performs preventive maintenance on equipment and makes necessary minor adjustments; performs other manual labor as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the operation and mechanical functions of heavy specialized construction equipment; knowledge of operating hazards and of applicable safety precautions; knowledge of the materials, practices and methods of road and bridge construction and maintenance; ability to understand and follow written and oral instructions; ability to instruct others in the completion of assigned tasks; ability to train others in the operation of specialized equipment to serve as back-up operators; ability to establish and maintain effective working relationship with fellow workers.

Minimum Education, Training, and Experience. Considerable experience in the operation of heavy equipment.

Required Special Qualifications. Possession of a valid chauffeur's license.

0203

SHOP FOREMAN

DEFINITION

Under direction, supervises and coordinates activities of workers engaged in the maintenance, repair and overhaul of trucks and highway construction and maintenance equipment; performs skilled mechanical work; and performs related duties as required.

DUTIES

Assigns work to other skilled and semi-skilled workers engaged in the overhaul and repair of trucks, tractors, graders, draglines and other equipment; makes initial inspection and diagnosis of difficult cases; supervises the care and maintenance of shop equipment; inspects tools and equipment for proper condition and use; initiates stock orders for needed parts; maintains records of expenditures and stockroom inventory; welds on equipment and bridges as needed; supervises and participates in the preparation of new vehicles for field assignments; insures that deficiencies are corrected in accordance with warranty provisions; conducts road tests of repaired units; inspects work-in-progress to see that repairs and replacements are properly made and units are satisfactorily assembled; performs all duties of the Mechanic; completes various records and reports.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the standard methods, materials, tools and equipment of the mechanic's trade; considerable knowledge of the occupational hazards and safety precautions of the trade; considerable knowledge of the operating and repair characteristics of a variety of heavy equipment; considerable knowledge of the operating principles of gasoline and diesel engines; ability to plan, assign and supervise the work of subordinates; ability to understand and execute oral and written instructions; ability to interpret plans and sketches; ability to diagnose difficult or unusual vehicle and equipment conditions or malfunctions, and to determine effective corrective measures; skill in the use and care of the tools, equipment, and materials of the mechanic's trade.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and five years of experience as a journeyman automotive or diesel mechanic, or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0301

ROAD FOREMAN

DEFINITION

Under general direction performs and supervises the maintenance and repair of county roads; performs related duties as required.

DUTIES

Supervises the construction, maintenance and repair of all roads; coordinates the equipment used in these projects including trucks, dozers, graders, draglines, backhoe and end loaders; directs subordinates and instructs them on difficult problems; supervises snow removal, building driveways, laying of crosspipes, mowing, tiling, tree and brush removal, etc.; teaches subordinates safety procedures and the proper use and care of equipment; operates motorized equipment on a fill-in basis; maintains operating records; interviews applicants and recommends employment of personnel; submits requisitions for materials and supplies; prepares activity reports.

ENTRY REQUIREMENTS

Required Abilities, Knowledges, and Skills. Considerable knowledge of the methods, techniques, and practices of road construction and maintenance; considerable knowledge of related equipment and safety practices; ability to plan, organize, assign, supervise, and inspect the work of subordinates; ability to understand and implement oral and written instructions; ability to maintain and present operating records and reports; skill in the application of construction and maintenance methods and practices; ability to operate standard construction equipment; ability to establish and maintain an effective working relationship with fellow employees and the public.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and five years of progressively responsible highway and road maintenance work, or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid chauffeur's license.

0302

BRIDGE AND SIGN FOREMAN

DEFINITION

Under direction, supervises and assists in the maintenance and repair of county bridges and county highway signs; and performs related duties as required.

DUTIES

Supervises the construction, maintenance, erection, and repair of bridges and signs; coordinates the use of equipment in these projects including trucks, dozers, draglines, backhoes, and end loaders; inspects finished work for conformance to safety requirements; replaces and repairs culverts; travels the road system to determine the need for new signs and sign repairs and the need for bridge maintenance and repair; offers suggestions to subordinates concerning their performance and instructs them on the more difficult aspects of their jobs; teaches subordinates safety procedures and the proper use and care of equipment; requisitions supplies and materials as needed; erects barricades and signs to insure traffic safety; maintains operation records.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the methods, techniques, and practices of bridge construction and maintenance; considerable knowledge of related equipment and safety procedures; ability to plan, organize, supervise, and inspect the work of subordinates; ability to understand and implement oral and written instructions; ability to maintain and present reports and records; skill in the application of construction and maintenance methods; ability to establish and maintain an effective working relationship with fellow employees and the public.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and five years of progressively responsible bridge maintenance work and some experience in sign maintenance work or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

0303

BUILDING MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to perform custodial work, keeping various areas clean and orderly, and to perform related duties as required.

DUTIES

Sweeps, mops, scrubs, waxes, and polishes floors and hallways, lobbies, offices, etc.; washes sinks, mirrors, and shelves; dusts and washes furniture and fixtures; orders necessary supplies and equipment; maintains heating and air conditioning units making minor repairs, and adjustments; programs voting machines for proper operation; supervises custodial operations; helps move furniture and other heavy objects; replaces light bulbs and fluorescent lights; washes windows and walls; vacuums rugs and carpets; carries out and disposes of garbage and trash; cleans restrooms and replaces supplies; empties ashtrays and wastebaskets; and may perform routine Courthouse grounds maintenance (mowing, snow removal, etc.).

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of the materials, methods, and equipment used in custodial work; knowledge of the operation and maintenance of electrical, air conditioning, heating and plumbing equipment; ability to perform a variety of routine manual tasks in the care, cleaning, and general maintenance of buildings and equipment; ability to understand and follow oral and written instructions; ability to work while standing for extended periods; ability to perform light to moderately heavy manual cleaning duties; ability to supervise custodial staff.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and three years of supervisory building maintenance experience, or any combination of experience and training which provides the required knowledges, skills and abilities.

0401

CUSTODIAN

DEFINITION

Under general supervision, to perform custodial work, keeping various areas clean and orderly, and to perform related duties as required.

DUTIES

Sweeps, mops, scrubs, waxes, and polishes floors and hallways, lobbies, offices, etc.; washes sinks, mirrors, and shelves; dusts and washes furniture and fixtures; helps move furniture and other heavy objects; replaces light bulbs and fluorescent lights; washes windows and walls; vacuums rugs and carpets; carries out and disposes of garbage and trash; cleans restrooms and replaces supplies; assists in setting up voting machines; empties ashtrays and wastebaskets; and may perform routine Courthouse grounds maintenance (mowing, snow removal, etc.).

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of the materials, methods, and equipment used in custodial work; ability to perform a variety of routine manual tasks in the care, cleaning, and general maintenance of buildings and equipment; ability to understand and follow oral and written instructions; ability to work while standing for extended periods; ability to perform light to moderately heavy manual cleaning duties.

Minimum Education, Training, and Experience. None, except the ability to perform the work as demonstrated by successful performance through the probationary period.

0402

MECHANIC

DEFINITION

Under general supervision, performs skilled mechanical work of a journeyman level in the maintenance, repair and overhaul of all types of trucks, highway construction and maintenance equipment; and performs related duties as required.

DUTIES

Performs all the duties of a general mechanic; diagnoses mechanical, electrical and hydraulic malfunctions or failures; removes, repairs, overhauls and installs gasoline and diesel powered engines; inspects, adjusts and replaces defective and worn-out parts; repairs and replaces all components of the drive train, brakes, air lines, springs, fuel and water lines, carburetors, fuel pumps, gauges, condensers, coil, and other component parts of county equipment; performs road service to repair failures; tunes and adjusts engines; repairs and rebuilds hydraulic jacks, pumps and cylinders; operates standard testing equipment; may use acetylene or electric arc welding equipment as needed.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Considerable knowledge of the methods, materials, tools and techniques used in the repair and maintenance of light and heavy duty equipment; considerable knowledge of the principles of internal combustion engines; knowledge of the standard methods, practices, tools and materials of metal fabricating and welding; skill in the care and use of all tools employed in engine repair and adjustment; skill in locating and correcting defects in secondary road equipment; ability to understand and effectively carry out all written and oral instructions.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and three years of experience as a journeyman automotive or diesel mechanic; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0501

MAINTENANCE WORKER

DEFINITION

Under supervision, to perform routine manual laboring work involving construction, maintenance, and repair activities; and to perform related duties as required.

DUTIES

Repairs, replaces and performs maintenance on bridges and culverts; loads and unloads stone, gravel, dirt, asphalt, timber and heavy equipment; assists in semi-skilled work such as carpentry and electrical repairs; places and replaces signs; performs concrete and blacktop repair; may operate a truck or snow plow; acts as gravel checker maintaining appropriate records; shovels snow, gravel and dirt; performs erosion control; digs post holes, sets posts and repairs signs; performs a variety of other manual work in connection with construction and maintenance work.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to perform a variety of manual tasks; ability to read and write and to understand oral instructions; some knowledge of a variety of semi-skilled maintenance and manual tasks; knowledge of the county road system and the ability to establish working relationships with the public and fellow employees; a willingness to perform heavy manual work for an extended period under varying climatic conditions.

Minimum Education, Training, and Experience. Some experience in performing semi-skilled maintenance or construction tasks; or any pertinent combination of experience and training which provides the required knowledges, skills and abilities.

0601

FORESTER

DEFINITION

Under general supervision, performs a variety of skilled duties involved with the maintenance and care of park grounds, buildings, and equipment, and performs related duties as required.

DUTIES

Performs skilled park maintenance and repair work involving park buildings, grounds, and equipment; performs tasks in the development and maintenance of grounds, roadways, campgrounds, trails, and water systems; operates tractors and trucks in cutting grass, removing snow, and hauling refuse and building materials; performs various skilled tasks in plumbing, carpentry, electrical, and general maintenance and construction work; plants and prunes trees, shrubs and other vegetation; implements timber stand improvement; removes dead trees and other material; participates in sanitation duties; operates mowers, tractors, chain saws, augers, tree spade, stump chipper etc., and performs routine and preventive maintenance on all department equipment including motorized vehicles; patrols public access areas and answers questions from the general public.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of park maintenance and construction practices and methods; considerable knowledge of the care and watering and fertilization needs of trees, shrubs, flowers, and park grounds; considerable knowledge of the use and care of hand and power tools and mechanical ability; ability to understand and follow written and oral instructions; ability to instruct part time employees in the safe and proper use of equipment and performance of assigned tasks; ability to perform heavy manual labor for extended periods; ability to perform skilled plumbing, electrical, and carpentry duties.

Minimum Education, Training, and Experience. Graduation from High School and three years of experience in conservation or forestry work, supplemented by additional related college training being desirable, or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

0701

PUBLIC HEALTH NURSE

DEFINITION

Under general supervision, provides skilled nursing services, and appropriate health education services to residents of Cherokee County.

DUTIES

Develops acceptable goals and care plans for patients according to doctor's plan of treatment; coordinates activities and supervises home health aides; provides consulting service to schools and civic groups in Cherokee County provides health education in child and maternal health, nutrition, family planning, prevention of disease and disability; develops and periodically recalculates Agency objectives and policies; analyzes illness situations, assess needs and provides intermittent nursing care to patients in their homes; may help prepare budgets and assemble data for budget construction by advisory committee or board; informs families of available community and agency resources for medical care and social service; teaches classes on assorted health topics.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles and practices of public health nursing and public health education and administration; knowledge of federal, state, and local laws and regulations concerning public health; knowledge of preventive health and patient care; knowledge of medications and their uses; knowledge of current economic and social problems in the County; skill in budgting time and flexibility in arranging priorities; ability to oversee the work of non-professional subordinates; ability to establish and maintain satisfactory working relationships with physicians, supervisors, other agencies, and the general public; ability to deal sympathetically and tactfully while at the same time carrying out the treatment prescribed; ability to complete, and maintain assorted records and reports; ability to express ideas effectively, orally and in writing.

Minimum, Education, Training, and Experience. Graduation from an approved school of nursing; two years of general nursing experience; and licensure as a Registered Nurse in the State of Iowa.

0801

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