



STATE OF IOWA

Office for Planning and Programming

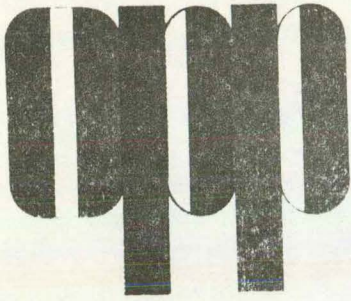
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PROPOSED JOB DESCRIPTIONS
FOR
BUENA VISTA COUNTY

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April 12, 1978

Buena Vista County Board of Supervisors
Buena Vista County Courthouse
Storm Lake, IA 50588

Members of the Board:

We are pleased to present our report entitled Proposed Job Descriptions for Buena Vista 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 Buena Vista County employees. Although this report represents an end to our active involvement with Buena Vista 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

/fjc
Enclosures

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I. INTRODUCTION

Historical Perspective:

In March of 1976, the Buena Vista 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 115 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 Buena Vista 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 experience a person should possess to be able to perform the job.

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 usually average about five percent and each range ends one step higher than the preceeding 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>		
Le Ann Sinclair	1st Deputy	Account Clerk III
Helen Dorn	2nd Deputy	Account Clerk II
Ila Oldfield	Clerk	Clerk I
Jeanette Saurman	Clerk	Clerk I
<u>Clerk of District Courts Office</u>		
Georgia Tatman	Deputy Clerk of Court	Clerk III
Shirley Engebretson	Deputy Clerk of Dist. Court	Clerk III
Brenda Keen	Clerk of Small Claims and Traffic Departments	Account Clerk I
E. Maxine Grau	Filing Clerk	Clerk I
<u>Sheriff's Office</u>		
Duane Heeney	Chief Deputy	Deputy Sheriff
Donald Smith	Deputy Sheriff	Deputy Sheriff
Bernard Gutz	Deputy Sheriff	Deputy Sheriff
William Curry	Deputy Sheriff	Deputy Sheriff
Jerry Johnson	Deputy Sheriff	Deputy Sheriff
Pauline Sorenson	Deputy Sheriff	Clerk/Matron
Wayne Case	Head Radio Operator	Chief Communications Operator
Mark Van Hooser	Communications Operator	Communications Operator
James Krohn	Communications Operator	Communications Operator
Ron Hoff	Communications Operator	Communications Operator
Gregory Thiele	Radio Dispatcher	Communications Operator
Waldo Willeford	Chief Jailer	Jailer
David Huntley	Jailer	Jailer
Gordon Leidahl	Jailer	Jailer

County Care Facility

Norbert Leuenberger
Linda Waterman
Inez Hess
Jerry Hess

Evelyn Blicck
Bernadine Taylor
Murvene Libolt
Margaret Burgess
Shirley Wilson
Allena Johnson
Jeannette Putney
Dolores Lesker
Peg Flanigan
Colleen Kruse
Bonnie Barber
Kathy Schulte
Debbie Loeschen
Rose Ann Gard

Farm Manager
Activity Coordinator
Dietary Supervisor
Sanitary Supervisor

Housekeeper
Housekeeping
Cook
Cook
Cook
Laundry Attendant
Personal Care Supervisor
Personal Care Attendant
Personal Care Attendant
Personal Care Attendant
Personal Care Attendant
Personal Care Attendant
Personal Care Attendant
Personal Care Attendant
Personal Care Attendant

Farm Manager
Activities Director
Kitchen Supervisor
Maintenance/Housekeeping
Supv.
Housekeeper
Housekeeper
Cook
Cook
Cook
Laundry Attendant
Nurse's Aide Supervisor
Nurse's Aide
Nurse's Aide
Nurse's Aide
Nurse's Aide
Nurse's Aide
Nurse's Aide
Nurse's Aide
Nurse's Aide

Department of Public Health

Jackie Jacobson
Darlene Peterson
Walter Nordman
Elaine Johnson

Public Health Nurse I
Public Health Nurse I
Sanitarian
Secretary

Public Health Nurse
Public Health Nurse
Sanitarian
Clerk Typist

Department of Social Services

Sandra Wolfe

Clerical

Clerk Typist

Secondary Roads

Katherine Wise
Jerry McKeever
Donald Camp
James Johnson
Glenn Harrington
Floyd Dierenfeld
Laurence Gransaw
John Robinson
Brad Rawling
David Wiley
Donald Winebrinner
Charles Rasch
Glen Evans
Lloyd Wise
Harlan King
Dennis Holliday

Secretary
Engineers Office
Surveyor
Inspector
Chief Inspector
Foreman
Tile Foreman
Crew Foreman
Maintenance Foreman
Mechanic
Mechanic
Maintainer Operator
Truck Driver
Truck Driver
Bridge Crew
Sign Crew

Secretary II
Engineering Technician I
Engineering Technician II
Engineering Technician II
Engineering Technician III
General Foreman
General Foreman
General Foreman
Shop Foreman
Mechanic
Mechanic
Truck Driver
Truck Driver
Truck Driver
Laborer
Laborer

Bruce McGowan
Dennis Smith
Tom Flanigan
Garlan McGowan
Chester Patterson
Max Jensen
Richard Herrig
Floyd Peterson
Louis Lill
Donald Hansen
Dennis Graesing
Robert Fuhr
Paul Fredericksen
Charlie Fast
Richard Burows
Melvin Hansen
Ralph Johnson

Tile Crew
Machine Operator
Truck Driver
Laborer
Heavy Equipment Operator
Heavy Equipment Operator
Motor Grader Operator
Maintainer
Blade Man
Road Patrol
Patrol Operator
Maintenance
Road Patrol Operator
Patrol Operator
Maintainer Operator
Culvert Foreman
Gravel Checker

Laborer
Laborer
Laborer
Equipment Operator I
Equipment Operator I
Equipment Operator I
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator III
Equipment Operator III

Building Department

Rollin Sievers

Head Custodian

Building Maintenance
Supervisor
Custodian

Lloyd Galbraith

Custodian

Treasurer's Office

Nina Roberts
Janet Rae Rosenbrook
Nettie Rehnstrom
Patricia Carlson
Kathleen Bach

Deputy
Deputy
Clerk
Clerk
Clerk

Account Clerk III
Clerk II
Clerk II
Clerk II
Clerk II

Assessor's Office

Lory Preston
Rosalie Evans
Natelle Brown

Office Clerk
Office Manager
Urban Appraiser

Clerk I
Clerk II
Appraiser

Recorder's Office

Shirley Anderson

Deputy Recorder

Clerk II

County Attorney's Office

Jeannie Cole

Secretary

Secretary I

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 Typist
0002	Clerk I
0003	Clerk II
0004	Clerk III
0005	Account Clerk I
0006	Account Clerk II
0007	Account Clerk III
0008	Secretary I
0009	Secretary II
0010	Appraiser
<u>ENGINEERING GROUP</u>	
<u>Engineering and Inspection Series</u>	
0101	Engineering Technician I
0102	Engineering Technician II
0103	Engineering Technician III
<u>CUSTODIAL, LABOR AND TRADES GROUP</u>	
0201	Truck Driver
0202	Equipment Operator I
0203	Equipment Operator II
0204	Equipment Operator III
<u>Labor and Trades Supervision Series</u>	
0301	General Foreman
0302	Shop 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	Laborer

PUBLIC SAFETY GROUP

Law Enforcement Series

0701	Deputy Sheriff
0702	Clerk/Matron
0703	Chief Communications Operator
0704	Communications Operator
0705	Jailer

PUBLIC HEALTH AND HEALTH CARE GROUP

Public Health Series

0801	Public Health Nurse
0802	Sanitarian

Health Care Facility Series*

0901	Farm Manager
0902	Activities Director
0903	Maintenance/Housekeeping Supervisor
0904	Nurse's Aide Supervisor
0905	Kitchen Supervisor
0906	Nurse's Aide
0907	Housekeeper
0908	Cook
0909	Laundry Attendant

*Health examinations for all personnel shall be done at the commencement of employment and thereafter at least yearly.

CLERK TYPIST

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, dictaphone, 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. None other than the ability to perform the work as demonstrated by successful performance through the probationary period.

0001

CLERK I

DEFINITION

This is an entry level position under immediate 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 materials; may function as a receptionist; files materials 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; processes claims, deeds, and dog cards; prepares personal property assessment rolls, pulls cards for property transfer; types board minutes and various correspondence; assists in voter registration and waits on customers as needed; completes various mailings; compiles and checks forms, lists, applications, and similar materials against standard requirements; performs simple posting where work is subject to check or, if not checked, where the errors will not lead to serious consequences; prepares records, applications, documents, form letters or other materials for files; operates common office machines; may do incidental typing, and fill in where needed.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to sort and file a variety of material with accuracy, following a designated system; 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 the rules of punctuation and grammar; ability to meet the public and maintain effective working relationships; ability to follow oral and written instructions; and the ability to perform clerical tasks with a moderate degree of speed and accuracy.

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

0002

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

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; may issue licenses to the general public, collecting fees and taxes, completing related paperwork; completes various business forms and assists the public in record searches; examines applications and forms for completeness and compliance with laws, rules, regulations and standards; makes bookkeeping entries and may check for periodic balances; 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. Knowledge of modern office procedures and practices; 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 and two years of clerical experience, or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0003

CLERK III

DEFINITION

Under direction, performs a variety of complex and difficult clerical operations which require 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 may assign the work of subordinates; informs clerks of new or revised policies and procedures; files, docket, and indexes various papers; examines, checks and verifies statistical and other reports for completeness, adequacy and accuracy of computations; makes journal entries, enters all transactions for costs and dispurses funds; follows established steps and procedures; completes monthly, quarterly and yearly reports; works in conjunction with the magistrate and other County offices; maintains various records including traffic citations; 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; 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, 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 and three years of full-time clerical experience with at least two years of progressively responsible clerical work; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

0004

ACCOUNT CLERK I

DEFINITION

Under supervision, performs moderately complex non-professional accounting tasks and related work of a clerical nature, and performs related duties as required.

DUTIES

Processes small claims transactions and fills in departmentally where needed; docket new small claims filed daily; daily checks for money to be dispersed and keeps a cashbook of all entries; prepares judgments for magistrate's signature; maintains journals, disperses funds quarterly, makes bank deposits and maintains cash journal; collects money and answers questions from the public; if required sets hearings for small claims cases and notifies all parties involved; opens mail and answers telephone; maintains records and reports; on occasion may complete birth, death and marriage certificates and fills in as needed.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. 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 process and maintain assigned clerical and fiscal records; ability to understand and carry out oral and written instructions; ability to make standard arithmetical computations relatively quickly and accurately; 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 a clerical capacity affording familiarity with figures and record keeping procedures; or any combination of experience and training which provides the required knowledges, skills, and abilities.

0005

ACCOUNT CLERK II

DEFINITION

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

DUTIES

Issues warrants to pay claims arising in various departments; makes various calculations, such as completing real estate cards or balancing books monthly and maintains various county funds (Sheriff's, Treasurer's, Assessor's, etc.); maintains a ledger showing miscellaneous receipts, or may apply valuations, or calculate assessments as necessary; assists in compilation of material for annual reports; assists in yearly budget preparation; runs entries for the computer; assists in abstracting, indicating valuations and taxes; and makes simple bookkeeping entries; processes deeds; works at counter issuing licenses, helping with voter registration, and answering various inquiries from the public.

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; 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 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.

0006

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

Performs various posting activities in different funds, accounts, and ledgers; completes activities of the complexity of County payroll preparation and payroll deduction accounts (IPERS, W-4's, Ins. etc.), also completes departmental monthly, and quarterly reports; general supervision of clerical personnel; completes quarterly reports regarding County Care Facility; processes tax billings and tax list, applies homestead, military, and agricultural land credit to Assessor's books or may post tax receipts to taxing districts, runs tax list and tax receipts for real estate, personal and utilities; balances cash drawer and pays warrants; classifies miscellaneous receipts; performs computations regarding apportions; key punches valuations, homesteads, military and agricultural land to real estate punch cards, key punches personals and utilities for tax list, and any changes in name and legal descriptions to update tax list; processes deeds, waits on customers at the counter and answers telephone; sets up format cards for the L8000 computer and performs minor maintenance; makes corrections on tax list of abated and added taxes; operates general office machines; key punches changes for elections and handles voter registration up-dates and printouts, may fill in departmentally as needed.

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; thorough knowledge of the Code of Iowa as related departmentally; 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 or an equivalent 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.

SECRETARY I

DEFINITION

Under general supervision, performs responsible secretarial and clerical duties of a varied nature requiring some independent judgment; and performs related duties as required.

DUTIES

Types and prepares correspondence, notifications, continuances and other materials; 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 of office activities; receives visitors and answers telephone; receives, picks up 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; ability to become familiar with and work with the Code of Iowa; skill in the operation of a typewriter.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and two years of full-time paid employment in varied and responsible clerical and/or stenographic work; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0008

SECRETARY II

DEFINITION

Under the direction of a department head or administrator of a small agency, provides general office and related quasi-technical support services of moderate to considerable diversity and scope; performs related work as required.

DUTIES

Performs varied office administrative tasks in relieving a department head of important details or in serving a board or commission; makes bookkeeping entries and prepares accounting records; participates in budget preparation by maintaining budgetary accounts and projections; breaks down payroll and equipment usage according to code numbers; sends notices and prepares minutes for various meetings; prepares and mails statements; plans and maintains an adequate supply of office materials and supplies; maintains appointment schedules; provides detailed responses to information requests about programs and activities; attends board meetings and conferences and takes minutes, composes drafts of proceedings, and conducts follow-up action; is responsible for the organization and maintenance of files, records, and reports.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of grammar, sentence structure, spelling and punctuation, considerable knowledge of basic office practices and simple bookkeeping, business forms and formats and the maintenance of records; considerable knowledge of good human relations methods; ability to establish and maintain effective working relationships with others; ability to deal tactfully with the public; ability to perform complex clerical tasks and make decisions requiring interpretation and judgment; ability to follow oral and written instructions accurately and efficiently; skilled in the operation of a typewriter and calculator.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and three years of full-time paid clerical office and/or stenographic experience, one year of which involved responsible secretarial duties; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0009

APPRAISER

DEFINITION

Performs field and office duties in connection with the appraisal of real and personal property; and performs related duties as required.

DUTIES

Appraises real and personal property to determine fair value and assesses taxes in accordance with prescribed schedules; does research on and inspects property to gather data required for appraisals; inspects property and considers factors such as current market value, location of property, and building or replacement costs to make property appraisal; computes amount of tax to be levied, using applicable tax tables, and writes reports of determination for public record; may interpret laws, formulate policies, and direct activities of assessment section; removes items from the tax rolls, accepts applications for military and home-stead applications.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Thorough knowledge of building construction practices and building and land values; thorough knowledge of the functions of the Assessor's Department; above average skill in obtaining facts essential to determining the value of real and personal property; ability to read and understand building construction plans and specifications, photographs and blueprints; administrative ability; good judgment; accuracy; integrity; pleasing personality; good physical condition.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent and considerable experience in the appraisal field; supplemented by special training or college courses in real property assessing, with graduation from a recognized college or university being desirable; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0010

ENGINEERING TECHNICIAN I

DEFINITION

Under general supervision, performs routine drafting assignments and routine surveying and inspection duties, performing related work as required.

DUTIES

Performs routine drafting on construction work, topographical profiles, and related maps and specification sheets used in the planning and construction of roads, culverts, bridges 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; acts as an instrument operator; reconstructs section corners and stakes right of way lines; makes necessary computations and field notes; computes placement of grade stakes for grading and required dirt qualities; assists in the inspection of construction projects to assure conformance to dimensional specifications; performs routine repair and maintenance of drafting, surveying, and inspection instruments; operates construction machinery as required.

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 take 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 any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

0101

ENGINEERING TECHNICIAN II

DEFINITION

Under general supervision, performs the more difficult aspects of drafting, surveying, and inspection; and performs related duties as required.

DUTIES

Prepares a variety of complex engineering drawings; reduces field notes, computes grades, prepares cross sections, profiles, maps, and charts; draws survey plats for plat books; surveys drainage ditches for clean-out and new construction; makes survey project assignments to survey field party in the summer; operates transit and level, determines lines, angles, distances, and elevations; completes bridge and culvert inspections and runs tests for concrete placement; makes sketches of surveys; keeps survey records; computes vertical curves and material quantities for grading projects; inspects blacktop, grading, and pipe laying; checks field notes and computations submitted by survey party members for completeness and accuracy; prepares reports on special projects and operations; records quantities of materials used and assists in maintaining records.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Knowledge of engineering practices, applied mathematics, construction materials, and instruments used in drafting, surveying, and inspection; knowledge of methods, terminology, and symbols used in drafting, surveying, and inspection; ability to make accurate measurements and computations with survey equipment; ability to make accurate tests of construction materials; ability to read and interpret blueprints and specifications and communicate the information to proper personnel; ability to establish and maintain a working relationship with other employees and the public in general.

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

0102

ENGINEERING TECHNICIAN III

DEFINITION

Under direction, performs difficult aspects of drafting, surveying, and inspection projects; performs complex research and design work; supervises a survey party; and performs related work as required.

DUTIES

Drafts detailed design drawings of road, bridge, and culvert projects, following written descriptions and in accordance with current standards and supervises subordinates; gives technical assistance and reviews completed work for accuracy and completeness; calculates information needed to conduct survey from notes, maps, deeds, and other records; keeps accurate notes, records, and sketches of work performed or data secured; supervises and performs testing and inspections, maintaining appropriate records; verifies for accuracy the data secured; trains members of a survey party, directs them in performance of their duties, and appraises quality of work; operates survey equipment as needed, computes cost estimates for construction projects; gathers or prepares progress records and reports on construction projects; performs or directs the performance of laboratory tests on materials used on construction projects; examines workmanship of finished installations for conformity to standards.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Considerable knowledge of engineering practices, applied mathematics, construction materials, and instruments used in surveying, drafting, and inspection; considerable knowledge of terminology, methods, and symbols used in drafting; ability to make accurate measurements and computations with survey equipment; ability to make accurate tests of construction materials using appropriate equipment; ability to take accurate field notes, and prepare reports from such notes; ability to read and interpret blueprints and specifications and discuss any existing deviations from specified procedures to insure compliance with regulations governing construction; ability to assist and direct subordinates in the performance of their duties; ability to take the lead responsibility for any project assigned.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent with a strong mathematical background and seven years of increasingly responsible experience in drafting, surveying, and inspection work; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0103

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; and performs related duties as required.

DUTIES

Drives a truck engaged in hauling materials and supplies to maintain county roads; operates equipment to load appropriate materials; 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; mows weeds, repairs blacktop, builds drive-ways and sets crosspipes; 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 general 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, to operate the less complex motorized equipment or other equipment in construction, maintenance, and repair work; and to perform related duties as required.

DUTIES

Operates various types of motorized equipment in performing the less complex construction and maintenance work; excavates trenches; hauls and spreads paving materials, loads and unloads trucks by machine; prepares sub-grades and does rough grading; blades dirt and gravel; during winter, spreads sand and salt and removes snow from roads; assists in varied construction and repair work; does minor servicing and repair work on assigned equipment; and performs manual labor of a varying nature.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Some knowledge of a variety of semi-skilled maintenance and manual tools; skill in the operation of tractors, scrapers, dozers, trucks and other light automotive equipment under all types of weather conditions; ability to understand and follow simple oral and written directions; ability to perform heavy manual work for an extended period of time; mechanical aptitude; ability to make minor repairs and adjustments to equipment.

Minimum Education, Training, and Experience. Some experience in the operation of some type of automotive equipment and some experience in performing semi-skilled maintenance or construction tasks; 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.

0202

EQUIPMENT OPERATOR II

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; 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; and helps erect and take down snow fence; 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 experience in heavy equipment operation and experience in performing semi-skilled maintenance or construction tasks; or any equivalent combination of experience and training which provides the required knowledges, skills, and ability.

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

0203

EQUIPMENT OPERATOR III

DEFINITION

Under direction, performs skilled operation of heavy specialized equipment used in road and bridge construction and maintenance; may serve as site foreman for crew working with the specialized piece of equipment; performs related work as required.

DUTIES

Operates machinery such as endloaders, backhoes, excavators, dozers, draglines, trucks, as well as other equipment; re-lays culverts and driveways; repairs tile; lays new tile; back-fills, loads dirt, rocks, and other materials; loads and unloads heavy objects; serves as foreman on work sites assigning work and checking results; 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 subordinates in the completion of assigned tasks; ability to train subordinates 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 and experience in performing skilled maintenance or construction tasks; 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.

0204

GENERAL FOREMAN

DEFINITION

Under direction, supervises and assists in the maintenance and repair of county roads, bridges, culverts, tile and drainage systems and signs; and performs related duties as required.

DUTIES

Supervises the construction, maintenance, and repair of roads, bridges, culverts, tile and drainage systems and signs; coordinates the equipment used in these projects including trucks, draglines, dozers, patrols, and endloaders; may operate specialized construction equipment as needed and perform some manual operations as required; offers suggestions to subordinates and instructs them on the more difficult aspects of their work; establishes or adjusts work procedures to meet schedules using knowledge of capacities of workers, machines, and equipment; examines finished work for conformance to safety requirements; instructs subordinates on safety procedures and the proper use and care of equipment; prepares project activity reports; supervises erection of barricades, snow fence and signs to insure traffic safety.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the methods, techniques, and practices of road and bridge construction and general maintenance of culverts and tile; considerable knowledge of related equipment and safety procedures; ability to plan, organize, assign, supervise, and inspect the work of subordinates; ability to understand and follow written and oral instructions; ability to perform sign maintenance activities; ability to maintain and present operating records and reports; ability to skillfully operate standard construction equipment; ability to establish and maintain effective working relationships with fellow employees and the public.

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

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

0301

SHOP FOREMAN

DEFINITION

Under direction, supervises and coordinates subordinates 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 subordinates engaged in the overhaul and repair of trucks, tractors, graders, draglines and other equipment; plans, organizes, and schedules all shop activities; orders parts and supplies maintaining appropriate inventory records; maintains cost records and reports on 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 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; capability of performing all duties of the Mechanics; 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; ability to maintain various records, reports, and files; 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.

0302

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 flourescent 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 vehicles, 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 and transmissions; 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; changes and repairs tires; 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

LABORER

DEFINITION

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

DUTIES

Repairs, replaces and performs maintenance on bridges and culverts; cuts brush and cleans ditches; builds driveways and on occasion may operate various pieces of construction equipment; may perform minor servicing on equipment and machinery used; loads and unloads stone, gravel, dirt, asphalt, timber and heavy equipment; places and replaces signs; performs concrete and blacktop repaid; may operate a truck or snow plow in snow removal; 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 and maintain 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

DEPUTY SHERIFF

DEFINITION

Under general supervision, to perform law enforcement and crime prevention activities; and to perform related duties as required.

DUTIES

Patrols an assigned area to control traffic, prevent crimes, and apprehend violators; enforces county ordinances, federal, and state laws employing independent judgment within administrative guidelines and legal requirements; investigates crimes and questions witnesses, arrests or assists in the arrest of suspects; controls traffic by running radar, directing traffic, providing escorts, and investigating traffic accidents completing appropriate reports; serves civil papers, attachments, levies, original notices, eviction notices, injunctions, etc.; criminal activities include warrants of arrest, criminal arrest, bench warrants, court orders, subpoenas, etc.; transports prisoners to various institutions and destinations; on the scene investigation of homicides, suicides, manslaughters, etc.; preserves crime scene and evidence for criminal lab investigation; works in conjunction with other law enforcement agencies; testifies in court; and may render first aid.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to acquire knowledge of laws and regulations and to learn investigative procedures; ability to act in emergency situations with firmness, tact, courtesy, and respect for the rights of others; ability to communicate with all types of people in a tactful and diplomatic manner in order to establish rapport; ability to perform under stress and maintain equanimity in the face of danger or resistance; ability to gather and evaluate evidence; ability to learn the geography and road system of the county; ability to understand and follow written and oral instructions; ability to speak and write effectively; ability to develop skill in the use and care of firearms.

Minimum Education, Training, and Experience. Graduation from high school or G.E.D. equivalency, and the successful completion of the required Civil Service examination, and the ability to meet the requirements of a law enforcement officer established by the Iowa Law Enforcement Academy (specified in Chapters 1 and 2 of the Law Enforcement Academy section of the Iowa Departmental Rules).

0701

CLERK/MATRON

DEFINITION

Under general supervision, performs various clerical, matron, and deputy-related duties in the Sheriff's department, and performs related duties as required.

DUTIES

Greets people entering the office to determine their needs, or to supply information to them; completes garnishments, levies and paperwork necessary for the issuance of various permits; completes reports directed to the Board of Supervisors concerning criminal and civil activities; on occasion may serve papers or act on warrants, court orders, subpoenas, and various legal documents; transports female prisoners to appropriate institutions; sends crime scene data to the Crime Lab in Des Moines; acts as bailiff in district jury cases; collects fees from various sources, completes necessary paperwork; has interaction with other law enforcement agencies as needed.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the Sheriff's office procedures, practices, and policies; good knowledge of local streets, highways, and county roads; ability to understand and carry out moderately complex written and oral instructions; ability to make routine decisions in accordance with laws, rules, and regulations; ability to maintain records and prepare reports from such records; ability to think clearly and act effectively in emergency situations; ability to establish effective relationships with co-workers and the public.

Minimum Education, Training, and Experience. Two years experience in varied and responsible clerical work, with one year of the experience in an area closely related to law enforcement or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0702

CHIEF COMMUNICATIONS OPERATOR

DEFINITION

Under general supervision, to supervise and participate in the operation of the communication system by receiving and transmitting emergency calls, complaints and requests for information; dispatching appropriate personnel and equipment to the scene, keeping appropriate records; and performs related duties as required.

DUTIES

Answers phone calls and obtains necessary information for further action; operates a radio console, receiving and transmitting messages and requests for assistance; ensures communications operators are present and on time for each shift; completes section time cards; maintains and types log of all calls on which personnel are dispatched; completes various forms and reports; dispatches personnel, equipment and meets other emergency needs; uses a telephone receiving, relaying and transmitting messages and directing complaints, inquiries and information to the appropriate parties; monitors the service status of all mobile units; maintains a log of radio calls received and transmitted; broadcasts descriptions of stolen vehicles and wanted or missing persons in addition to other information as directed; monitors the jail via closed circuit TV; monitors various alarm systems; provides information to personnel by using a teletype; answers general questions of the public; may work in conjunction with other law enforcement agencies.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the streets, roads and boundaries of the city and county; knowledge of radio codes and alarm codes; knowledge of county procedures and state statutes pertaining to civil and criminal law procedures; knowledge of methods and techniques of operating radio transmitting equipment; ability to speak clearly and consisely and to maintain good voice control; ability to react quickly and calmly in an emergency and to perform more than one task at a time; familiarity with teletype equipment and ability to type; ability to complete various forms and reports on a daily basis.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent, and two years of experience as a Communications Operator.

0703

COMMUNICATIONS OPERATOR

DEFINITION

Under supervision, to operate the communication system on an assigned shift by receiving and transmitting emergency calls, complaints and requests for information; dispatching appropriate officers and equipment to the scene, keeping appropriate records; and performs related duties as required.

DUTIES

Answers phone calls and obtains necessary information for further action; operates a radio console, receiving and transmitting messages and requests for assistance; maintains and types log of all calls on which personnel are dispatched; completes various forms and reports; files drivers license and motor vehicle registrations; encodes various fire departments; dispatches personnel, equipment and meets other emergency needs; uses a telephone receiving, relaying and transmitting messages and directing complaints, inquiries and information to the appropriate parties; monitors the service status of all mobile units; maintains a log of radio calls received and transmitted; broadcasts descriptions of stolen vehicles and wanted or missing persons in addition to other information as directed; monitors the jail via closed circuit TV; monitors various alarm systems; provides information to personnel by using a teletype; answers general questions of the public; may work in conjunction with other law enforcement agencies.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the streets, roads and boundaries of the city and county; knowledge of radio codes and alarm codes; knowledge of county procedures and state statutes pertaining to civil and criminal law procedures; knowledge of methods and techniques of operating radio transmitting equipment; ability to speak clearly and consisely and to maintain good voice control; ability to react quickly and calmly in an emergency and to perform more than one task at a time; familiarity with teletype equipment and ability to type; ability to complete various forms and reports on a daily basis.

Minimum Education, Training, and Experience. Graduation from High School or an equivalent, preferably with some experience in radio communication.

0704

JAILER

DEFINITION

Under general supervision, guards prisoners in the Buena Vista County jail, assuming responsibility for all needs of the prisoners during detention; and performs related duties as required.

DUTIES

Admits and releases prisoners to and from jail; plans and prepares prisoners meals; washes prisoners clothing and bedding; maintains cells, kitchen, and runways by cleaning, painting, and waxing; completes records and reports concerning the booking and discharging of prisoners, various state reports, billings for prisoner care, arrest cards, and Crime Commission reports; checks incoming and outgoing mail for contraband; purchases groceries necessary for prisoner care; assists Deputies and operates video tape on OMVUI's; maintains security concerning prisoners safekeeping, physical, and mental condition; assists public in bond procedures, answers phone in jail, and may confer with Communication Operator concerning questions.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Ability to maintain effective discipline in the jail; ability to implement written and oral instructions; ability to use sound judgment in dealing with prisoners and visitors to the facility; ability to learn the geography and road system of the county; ability to complete records and reports.

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

0705

PUBLIC HEALTH NURSE

DEFINITION

Under general supervision, provides skilled nursing services, and appropriate health education services to residents of Buena Vista 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 in Buena Vista County lacking school nurses; 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; prepares budgets and assembles data for budget construction by advisory committee and presents budget justification to Board of Health; informs families of available community and agency resources for medical care and social service; teaches classes for expectant parents.

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 budgeting 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

SANITARIAN

DEFINITION

Under general supervision, to carry out a general sanitation program in Buena Vista County, by making sanitary inspections and investigations in the enforcement of sanitation laws and regulations; and performs related duties as required.

DUTIES

Conducts sanitation investigations by visiting sites and inspecting facilities to check compliance with applicable laws, rules, and regulations, reports findings and recommendations for corrective action; inspects location and issues permits for sewage disposal systems, makes tests to determine if system is polluting, inspects proposed lagoon sites, issues permits, and reinspects as required; inspects proposed areas for well drilling, and completed wells by testing water; inspects swimming pools and mobile home parks; confers with local public officials, business people, and the public relative to sanitation problems in the area and possible solutions; recommends action to correct violations of local statutes, rules, and ordinances; investigates complaints from the public relative to alleged violations of sanitation laws, rules, and regulations to determine whether complaints are justified; maintains and completes records and reports.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles of natural and physical sciences applicable to environmental health and sanitation; some knowledge of public health sanitation practices; some knowledge of the transmission of diseases associated with environmental health and sanitation problems; ability to acquire a knowledge of state laws, rules, and regulations relative to environmental health and sanitation; ability to acquire a knowledge of the operation of water supply systems, water treatment facilities, and waste treatment and disposal systems; ability to apply, interpret, and enforce sanitation laws, rules, and regulations; ability to communicate effectively, orally and in writing, with public officials, business people, and the general public.

Minimum Education, Training, and Experience. Graduation from an accredited four year college or university with major coursework in the natural or physical sciences, or any combination of experience and training which provides the required knowledges, skills, and abilities.

0802

FARM MANAGER

DEFINITION

Under direction, to perform the duties associated with a grain and livestock farming operation and the repair and maintenance of farm equipment and structures; and performs related duties as required.

DUTIES

Works closely with the Administrators to plan the yearly crop, acreage devoted to crops and pasture, herbicide and insecticide applications, livestock production, major machinery purchases and repairs, additions or repairs to buildings and fences, and marketing strategies; prepares soil for planting by plowing, harrowing, and fertilizing; plants, cultivates, applies herbicides and insecticides, and harvests crops; tends livestock by observing their general condition, administering simple medications, and watering and feeding; operates, maintains, and repairs farm implements and mechanical equipment such as tractors, plows, balers, and pickers; repairs farm buildings, fences, and other structures; hauls livestock and crops to market; bales hay; cleans out barns and cleans farm yard; maintains records and prepares reports.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the operation and functions of all types of farm implements and equipment; considerable knowledge of the hazards associated with the equipment and farm chemicals and the necessary precautionary measures to observe; considerable knowledge of the proper care of livestock; considerable knowledge of the methods, practices, and techniques of crop production; ability to plan and exercise sound farm management practices; ability to work with hands and perform rough carpentry work; ability to perform heavy manual labor for extended periods; ability to deal understandingly with residents.

Minimum Education, Training, and Experience. Five years of responsible experience in farm management, production of crops and livestock, and maintenance and repair of farm equipment and structures; (or) an equivalent combination of experience and training.

0901

ACTIVITIES DIRECTOR

DEFINITION

Under direction, organizes, supervises, and leads all recreational and extra-curricular activities for the residents of the county health care facility, and performs related duties as required.

DUTIES

Assesses abilities and interests of residents through observation and knowledge of geriatric and retarded residents; accordingly, plans recreational activities which will provide the greatest amount of resident participation and therapeutic value; provides residents with materials, demonstrates methods, encourages participation, and assists residents in activities; plans and organizes parties, movies, games, shopping, and crafts for residents; posts planned activities and encourages participation; engages speakers and performers and contacts civic groups as potential sources of activities and volunteers; plans, directs, and participates in outdoor activities such as picnics, trips, walks, and parties; plans special holiday projects; maintains data on residents' contacts, reactions, and capacity to participate in various activities; consults with appropriate staff members to evaluate performance and progress of residents; participates in the planning and budgeting for new equipment and supplies.

ENTRY REQUIREMENTS

Required Knowledges, Ability, and Skills. Thorough knowledge of available resident activities; knowledge of recreational and therapeutic needs of geriatric and retarded residents; knowledge of state rules and regulations concerning health care; knowledge of games, crafts, and other activities suitable for residents; ability to exercise initiative and good judgment in adopting programs to the needs of the individual resident or the group; ability to work effectively with residents, nursing staff, and the public; ability to recruit volunteers by being familiar with the community and its resources, ability to guide, supervise and recruit volunteer workers, ability to plan and coordinate activities; ability to observe residents and note their reactions and attitudinal changes; skill in performing craft activities, such as art, hobbies, games, and related activities.

Minimum Education, Training, and Experience. Considerable experience as a recreation leader or group activities worker.

0902

MAINTENANCE/HOUSEKEEPING SUPERVISOR

DEFINITION

Under direction, supervises and assists a staff of housekeepers in the performance of housekeeping duties; and performs in the maintenance and repair of the building and grounds including electrical and plumbing systems, heating and air conditioning units, and related duties as required.

DUTIES

Observes, analyzes, revises, and plans procedures for the routine tasks involved in the housekeeping duties at the county care facility; inspects facility to determine if cleaning needs are being adequately met; instructs workers in the proper methods of performing their duties; requisitions cleaning supplies; receives reports of improper cleaning and inspects areas in question; makes recommendations on cleaning policies and procedures; performs when necessary, the tasks as outlined by the Housekeeping job description; inspects building and grounds to determine need for repairs; participates in the repair and maintenance of the electrical system, plumbing system, heating and air conditioning units, laundry and kitchen equipment, wheelchairs and beds, and furniture and fixtures; maintains an inventory of supplies and materials used and orders needed supplies; oversees the maintenance of the grounds, mowing of lawn, trimming of trees and shrubbery, snow removal, and maintenance of related equipment; scrubs bathrooms and kitchen areas; has input in employee personnel actions.

ENTRY REQUIREMENTS

Required Knowledges, Abilities and Skills. Considerable knowledge of cleaning materials, methods, equipment, and procedures; considerable knowledge of methods of equipment repair and maintenance; considerable knowledge of heating and cooling systems; considerable knowledge of plumbing and electrical systems; ability to schedule daily work assignments and supervise a small staff of workers; ability to maintain records and machinery history; ability to work with the Administrator, residents and the public.

Minimum Education, Training, and Experience. Four years of experience in buildings and grounds maintenance work; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0903

NURSE'S AIDE SUPERVISOR

DEFINITION

Under general supervision, supervises Nurse's Aides and performs basic patient care activities and related non-professional services, in caring for the personal needs, comfort, and well-being of residents; and performs related duties as required.

DUTIES

Supervises Nurse's Aides in the performance of their duties; helps residents establish personal goals; picks up medication orders weekly; assists residents in their personal hygiene; answers residents calls to determine their needs; maintains an up-to-date status of residents charts; prepares and distributes medications to residents at appropriate times; if needed, takes residents to various doctor appointments; ensures that residents are taken to their jobs on time and picked up; answers phone and records shift occurrences in report book; confers with Nurse's Aides regarding resident care.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the procedural requirements of cleanliness and resident care normally expected in a nursing facility; ability to follow written and oral instructions; ability to deal with each resident sympathetically and tactfully; ability to observe and report on resident's progress; ability to supervise the work of Nurse's Aides in a manner conducive to full performance and high morale; ability to maintain records and reports; ability to act quickly and calmly in emergency situations; ability to establish and maintain effective working relationship with residents and employees; some skill in application of the techniques of vocational nursing.

Minimum Education, Training, and Experience. Must have completed either the 60 hour or 120 hour Nurse's Aide/Orderly training course given by an area college, and two years of experience as a Nurse's Aide or Orderly.

0904

KITCHEN SUPERVISOR

DEFINITION

Under direction, supervises a staff of Cooks and participates in the preparation of food and ensures the efficient operation of the kitchen and dining areas, and performs related duties as required.

DUTIES

Supervises and assists in the preparation of food for consumption at the county health care facility; bakes daily and prepares fruits and vegetables for freezing; performs duties as defined by the Cook job description; consults with staff to plan menus and special diets for residents; schedules Cooks to insure that all shifts are adequately staffed; instructs Cooks in the proper performance of their duties; orders weekly food supplies from wholesalers and suppliers; adapts standard recipes to meet the need of varying numbers of people; supervises and assists in the cleaning of kitchen and dining area utensils and equipment; performs related duties as required.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the materials, methods, and equipment used in preparing food in large quantities; knowledge of the health hazards involved in food preparation and of necessary precautionary measures; knowledge of the special diets required by residents; ability to supervise and work with Cooks; ability to prepare menus which will meet the dietary needs of the residents as directed by physicians; ability to adapt standard recipes to meet the needs of varying numbers of people; ability to work while standing for extended periods; ability to accept and understand residents.

Minimum Education, Training, and Experience. Four years of experience in institutional or commercial food preparation, or any combination of experience and training which provides the required knowledges, skills, and abilities.

0905

NURSE'S AIDE

DEFINITION

Under direct supervision, performs basic patient care activities and related non-professional services in caring for the personal needs, comfort, and well-being of residents; and performs related duties as required.

DUTIES

Bathes, washes hair, dresses, and undresses residents; assists residents in their personal hygiene; answers residents calls to determine their needs; may serve and collect food trays and assist residents requiring help; keeps residents charts up-to-date; prepares and distributes medications at meals and bed time; on occasion may dust and mop in the dining room and lounge; if needed helps distribute laundry to residents; takes residents to various doctor appointments as needed; ensures that residents are taken to work on time and picks up residents after work; answers phone and records shift occurrences in report book.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of the procedural requirements of cleanliness and patient care normally expected in a nursing facility; ability and willingness to attend to the personal needs of the physically and mentally ill as well as geriatric patients; ability to assist in handling patients in condition of shock or emotional instability; ability to act quickly and calmly in emergency situations; ability to understand and follow written and oral instructions; ability to establish and maintain effective working relationships with the care facility's employees, patients, and residents.

Minimum Education, Training, and Experience. Must have completed or agree to complete either the 60 hour or 120 hour Nurse's Aide training course or two years of experience as a Nurse's Aide at a licensed medical facility.

0906

HOUSEKEEPER

DEFINITION

Under general supervision, performs routine housekeeping duties including the cleaning of floors, furniture, fixtures, and premises; and performs related duties as required.

DUTIES

Sweeps, mops, and waxes floors; changes and makes beds; dusts and cleans furniture, floors and fixtures; moves furniture weekly; cleans and sanitizes all bathroom fixtures; vacuums rugs and carpets; empties waste baskets and trash receptacles; cleans and polishes mirrors and metal fixtures; washes windows and window sills; cleans closets and cupboards; scrubs doors and walls; washes and sanitizes all door knobs and grip rails; turns and removes mattresses, cleaning springs; operates and maintains all equipment necessary for the performance of duties; distributes paper towels, toilet tissue, and soap as needed; performs other cleaning duties as needed.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Some knowledge of cleaning materials, methods, equipment, and procedures; ability to understand and follow written and oral instructions; ability to perform light to moderately heavy cleaning duties; ability to maintain respect for residents and their belongings; ability to exercise care for the safety of residents and staff at all times during performance of duties.

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

0907

COOK

DEFINITION

Under general supervision, prepares foods from written menus and work sheets; prepares, seasons, and cooks soups, meats, vegetables, desserts, and other food stuffs for consumption; performs routine cleaning of kitchen facilities; and performs related duties as required.

DUTIES

Reads menu to estimate food requirements and procures food from storage; measures and mixes ingredients according to recipes using a variety of utensils and equipment such as blenders, mixers, grinders, slicers, toasters, and cookers; prepares salads, soups, gravies, desserts, sauces, and casseroles; bakes, roasts, broils, and steams meat, fish, fowl, vegetables, and other foods; adds seasonings to foods during mixing or cooking according to menu and experience; observes and tests foods being cooked by tasting, smelling, and piercing with fork to determine degree of doneness; serves food to residents; washes, peels, cuts, and shreds vegetables and fruits; bakes bread, rolls, cakes, and pastries; participates in the work of cleaning cooking equipment, kitchen, and refrigerators.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Considerable knowledge of the materials, methods, and equipment used in preparing food on a large scale; knowledge of health hazards in food preparation and of necessary precautionary measures; knowledge of the various types of diets required by the residents; ability to work from written menus and standard recipes; ability to operate standard cooking equipment and to use kitchen cooking utensils for large scale food preparation; ability to exercise patience and to work with residents; ability to work while standing for extended periods.

Minimum Education, Training, and Experience. Some experience in institutional or commercial cooking.

0908

LAUNDRY ATTENDANT

DEFINITION

Under supervision, performs routine laundry and linen care duties operating the necessary laundry equipment, and performs related duties as required.

DUTIES

Sorts soiled bedding, linen, gowns, clothing and other laundry to be washed; determines proper time and temperature requirements for the articles to be laundered; fills the washing machine with soiled laundry, fills machine with water of the appropriate temperature, and adds proper amounts of detergent, bleach, and other materials to be used following established rules and directions; observes machine during operation making necessary adjustments; removes laundry from washing machine; folds and stacks all general use linens and folds or hangs all clothing, sorted for delivery to residents' rooms; delivers linen to the appropriate areas and clothing to appropriate rooms; spots torn linen and clothing and performs the necessary mending; notifies supervisors if residents require new clothing; cleans washing area and machinery used daily; reports malfunctioning equipment to supervisor.

ENTRY REQUIREMENTS

Required Knowledges, Abilities, and Skills. Ability to understand and carry out written and oral instructions; ability to learn the operation of standard commercial laundry equipment; ability and willingness to work in a hot, humid environment.

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

0909

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