

CLERK TO HIGHWAY SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is confidential clerical work performed under the direction of the elected Highway Superintendent of a town. The incumbent is responsible for conducting the day-to-day operations necessary for the functioning of the Highway Superintendent's Office including personnel recruitment and selection, budgeting, time record accounting and related matters. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Highway Superintendent in the operation of the Office of the Superintendent, alleviating him/her of the details of the office, such as the making and scheduling of appointments and other clerical/administrative matters;
Recruits and interviews candidates for recommendation and appointment by the Highway Superintendent;
Prepares preliminary budget figures for the department in preparation for submission by the Superintendent to the Town Board;
Prepares and submits time sheets and payrolls for proper payment of highway personnel;
Serves as intermediary between the Superintendent and other town officials and the public;
May represent the Superintendent at meetings, functions and related types of meetings as directed;
Performs other related duties as assigned by the Superintendent.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS:

Qualifications to be determined by the appointing authority.