

**HUMAN RESOURCES/FINANCE COMMITTEE
GARLAND COUNTY COURTHOUSE
MONDAY, OCTOBER 10th, 2016
ROOM 200, 5:15 P.M.**

A G E N D A

1. Call to Order.
2. U.S. Department of Labor/Wage and Hour Division-New Overtime Rules-Exempt vs. Non-Exempt under the Fair Labor Standards Act (FLSA).
3. The County Judge and Tax Collector have submitted the following job descriptions for update and re-rate:

A. ES Department Controller: currently same title at the Garland County Landfill (re-rate position description). The new job description is included in the packet.

Minimum	Midpoint	Maximum	TP-current rating	Current Salary
\$35,125	\$43,907	\$52,688	939	\$35,125
Minimum	Midpoint	Maximum	TP-new rating	
\$39,134	\$48,917	\$58,701	1082	

B. Parks Director: currently Project Coordinator in GCDES (request to change title and re-rate position description). The new job description is included in the packet.

Minimum	Midpoint	Maximum	TP-current rating	Current Salary
\$26,547	\$33,184	\$39,820	633	\$31,836
Minimum	Midpoint	Maximum	TP-new rating	
\$27,584	\$34,480	\$41,376	670	

C. Cart Manager: currently Controller in the House to House Division (request to change title and re-rate position). The new job description is included in the packet.

Minimum	Midpoint	Maximum	TP-current rating	Current Salary
\$35,125	\$43,907	\$52,688	939	\$35,125
Minimum	Midpoint	Maximum	TP-new rating	
\$30,948	\$38,685	\$46,422	790	

D. House to House Billing and Collections Supervisor-currently same title in the House to House Division (request to re-rate position). The new job description is included in the packet.

Minimum	Midpoint	Maximum	TP-current rating	Current Salary
\$31,032	\$38,790	\$46,548	793	\$32,647
Minimum	Midpoint	Maximum	TP-new rating	
\$31,509	\$39,386	\$47,263	810	

E. House to House Field Auditor- currently same title in the Tax Collector’s Office (request to change title and re-rate position). The new job description is included in the packet.

Minimum	Midpoint	Maximum	TP-current rating	Current Salary
\$19,623	\$24,528	\$29,434	386	\$22,000 average
Minimum	Midpoint	Maximum	TP-new rating	
\$21,697	\$27,121	\$32,546	460	

F. NOTE: The Landfill Clerk and House to House Clerk job descriptions were updated. The JESAP’s rating did not change. The new job descriptions have been included in the packet for information.

4. Other Business.
5. Adjourn.

Effective December 1, 2016 in accordance with U.S. Department of Labor/Wage and Hour Division the following full time positions will be Exempt positions within Garland County based on the requirement of working overtime to fulfill their duties.

Comptroller-Finance Department

Road Commissioner-Garland County Road Department

Director of Environmental Services-GCDES

Assistant Director of Environmental Services-GCDES

Department of Emergency Management Director-DEM/911

Maintenance Supervisor-County General Services

Chief of Corrections-Detention Facility

Chief of Corrections-Detention Facility

Program Services Director-Detention Facility

Maintenance Director-Detention Facility

Chief Deputy Sheriff-Sheriff's Department

Criminal Investigation Division Captain-Sheriff's Department

Patrol Captain-Sheriff's Department

All other Garland County full time positions that are currently considered exempt will now be considered non-exempt. The job descriptions will be updated in the header to reflect the change.

GARLAND COUNTY

Position Description

JOB TITLE: ES Department Controller

Exempt: (Y/N): NO

DATE PREPARED: May, 2012

REVISED: August 18, 2016

DEPARTMENT: Environmental Services

SUPERVISORS: Director/Assistant Director

SUMMARY:

Under the supervision of the County Judge, Director and/or Assistant Director, the Controller is responsible for the overall supervision and performance of accounting operational duties in the Departments'. The incumbent has the responsibility to maintain and manage the Solid Waste, House to House, and Park Division's yearly budgets, to provide support for all internal functions, and to interface with outside contacts. The Controller manages accounts payables and receivables, maintains office payroll records, and ensures that expenses are accounted for within the departments' budget. This employee has considerable public contact via telephone, other department staff, personnel, and various local and state agencies. The incumbent must ensure that all office functions are performed efficiently and in a timely manner and that each situation is handled according to Federal, State and County laws and regulations. The incumbent supervises the Scale House operations, commercial collection and the Cart Manager and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Performs accounting duties for the Solid Waste, House to House and Park Divisions. Posts invoices to accounts and pays bills ensuring line items are maintained within the Department budget. Assists with the preparation of the annual budget.
2. Performs secretarial duties in an efficient and professional manner. Compose, type and sign routine to complex forms and correspondence for the Department.
3. Processes all claims for the Divisions and supervises payment of invoices and purchase orders through the claims process to ensure line items are maintained within the Division's budgets and all payments are made in a timely manner. Trains department employees in claim preparation.
4. Provides assistance in the Scale House as needed and alternates working on Saturdays.
5. Possesses a good understanding of Solid Waste regulations and screens incoming loads and directs customers to the proper disposal site at the landfill facility.
6. Prepares monthly updates of the appropriation journal, weekly updates of the available cash reports, yearly projected revenue and expenditure reports for the following budget year, and various financial reports as requested.
7. Responsible for the handling of money in the amount of over \$10,000,000 for the year. Makes sure receipts are corrected if mistakes are found.
8. Assists with the annual budget process by providing data and records for the current year and projecting through the end of the year based on that information.
9. Prepares monthly sales tax report for the State of Arkansas.
10. Responsible for the safe operation of equipment valued at \$200,000.
11. Keeps the Director and the Assistant Director informed of all financial activities.
12. Regularly reviews Landfill Office Manager's work to ensure all accounting and reporting is accurate if full compliance with regulations and fee schedules.
13. Verifies daily receipts balances and deposits.

14. Reconciles and balances monthly bank statements. Disburses monthly settlements to the County Treasurer. Maintains vendor files and verifies details of transactions are posted to the proper accounts.
15. Answers customer questions and gives explanations of the landfill and commercial garbage accounts to customers and assists in reconciling problems and complaints in a polite and courteous manner.
16. Processes non-sufficient fund checks through the Processing Attorney's Office.
17. Conducts all liaison activities between other departments and agencies in a professional manner to insure continued cooperation and interaction.
18. Answers the phone, takes requests for new accounts and termination of service.
19. Responsible for daily computer backups.
20. May be required to stay late due to a late last customer.
21. Maintains adequate supplies and forms in the office.
22. Performs other office functions as directed by the Director.
23. Participates in the upkeep and coordination of daily landfill activities regarding commercial collection services.
24. Operates the commercial collection system coordinating all aspects of routing, service and accounts tracking.
25. Assists in working with the Cart Manager who will coordinate house to house field staffing auditing, delivery, repair, pickup, etc.
26. Monitor operations of franchised contractors.
27. Directly assists in the hiring process, disciplinary reporting, payroll deductions and benefit status changes, and the termination of all employees, and prepares and submits the necessary documents to the Financial Department Payroll and Human Resources staff.
28. Works closely with ADEQ staff in making sure all solid waste tonnage and fee reports are correct.

SUPERVISORY RESPONSIBILITIES:

The incumbent has direct and continuous responsibility for the supervision of five (5) full-time employees and part-time supervision of thirty-nine (39) full-time employees in the absence of the Assistant Director. The incumbent is responsible for all office functions, and carries out these responsibilities in accordance with the County's policies and applicable law. Responsibilities include training; planning, assigning, and directing work; appraising performance, addressing complaints, resolving problems and updating personnel files.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent must have a high school diploma or General Education Degree, (GED); and would prefer a degree in accounting. Must have five (5) years previous work experience with additional training in human resource management. Must have a valid driver's license and clean driving record.

OTHER SKILLS and ABILITIES:

The incumbent must possess extensive knowledge in all facets of solid waste management operations, business administration; good knowledge of personnel management principles;

possess the ability to plan and coordinate administrative functions and activities. The incumbent must possess excellent communication and interpersonal skills as well as basic office skills to include 10-key. Must possess extensive personal computer knowledge to include accounting and spreadsheet programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands to handle or feel objects/ controls, and talk and hear.

Specific vision abilities required by this job include distance vision, close and color vision, peripheral vision, and the ability to adjust focus.

The employee may occasionally be required to lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The incumbent is occasionally working near moving mechanical parts, at times subjected to outdoor weather conditions, with exposure to fumes, airborne particles, toxic or caustic chemicals, vibration, dust, dirt, moderate to loud noise, poor weather, temperature extremes, and oily conditions.

Garland County
Position Description

Job Title: Parks Director

Exempt: (Y/N): NO	Department: Solid Waste
Date Prepared: August, 2016	Supervisor: Director

SUMMARY:

Under the supervision of the Director or his/her designee. The Parks Director is responsible for tasks and duties assigned with respect to park development, maintenance, along with recreation projects and programs within Garland County. Incumbent must perform such functions in accordance with all applicable federal, state, and local laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Other duties may be assigned.

1. Coordinate, implement and evaluate all phases and operations of the Cedar Glades Park project and Bull Bayou Park including constructions projects within the budget framework.
2. Develop a comprehensive development and recreational plan consistent with parks' goals.
3. Work with Director and the Quorum Court Finance Committee to determine prioritized budgetary needs including long-term needs as supported by the comprehensive development and recreational plan.
4. Identifies, applies for, and coordinates additional funding sources such as grants, endowments, gifts, and special fund-raisers.
5. Gathers citizen input to assist in development goals as well as answers questions and resolves problems associated with park operations in a polite and courteous manner.
6. Performs an annual review and update of short and long term development and recreational plan.
7. Coordinates special park events and rental of park facilities.
8. Implements the Operations Plan on a daily basis in a manner consistent with parks' goals and lends support to the overall park projects and special events.
9. Performs all liaison activities in a professional manner to ensure maximum cooperation between the County, the public, other agencies, and special interest groups.

10. Recruit volunteers and community involvement and provide for feedback from the community.
11. Schedule and perform routine and emergency maintenance.
12. Develop, implement and evaluate specifics of an ongoing public relations plan.
13. Solely responsible for the daily maintenance of the parks including the weed eating, mowing and all aspects of maintenance on the equipment. Including cleaning of the bathrooms at Cedar Glades Park and Bull Bayou Park. Also responsible for reporting all problems to the GCDES Assistant Director in regards to all equipment.
14. Must attend state regulated events pertaining to park operations.

SUPERVISORY RESPONSIBILITIES:

The incumbent has direct responsibility of private contractors and volunteer labor sources and indirect responsibility of county personnel with regards to park construction and maintenance operations. He/she arranges for and supervises volunteers, court assigned service personnel, user groups, and civic clubs on park projects.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED), valid driver's license and clean driving record are required.

OTHER SKILLS AND ABILITIES:

The incumbent must possess excellent communication, interpersonal and problem-solving skills as this position has considerable public contact. The diversity of activities requires organization skills and the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to drive, walk, sit, use hands to handle or feel objects/controls, talk and hear. The employee must occasionally stand, walk, and reach with hands and arms. Specific vision abilities required by this job include distance vision, close and color vision, peripheral

vision, and the ability to adjust focus. The employee may occasionally be required to lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent must have a high school diploma or general education degree (GED). Must have three (3) years general experience if clerical duties and data entry.

OTHER SKILLS AND ABILITIES:

The incumbent must possess good knowledge of solid waste management operations and possess the ability to plan and coordinate administrative functions and activities. The incumbent must possess excellent communication, interpersonal and problem-solving skills as this position may have considerable public contact. The diversity of activities requires organization skills and the ability to work under pressure with constant awareness that actions are subject to scrutiny by the general public. Must possess extensive personal computer knowledge to include document, accounting, database, and spreadsheet programs, in addition to basic office skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands to handle or feel objects/controls, and talk and hear, occasionally to drive, lift, and reach.

Specific vision abilities required by this job include distance vision, close and color vision, peripheral vision, and the ability to adjust focus.

The employee may occasionally be required to lift and/or move up to 50 pounds with assistive device.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent is occasionally working near moving mechanical parts, at times subjected to outdoor weather conditions, with exposure to fumes, airborne particles, toxic or caustic chemicals, vibration, dust, dirt, moderate to loud noise, poor weather, temperature extremes, oily conditions.

**Garland County
Position Description**

Job Title: House to House Billing and Collections Supervisor

Exempt (Y/N): No

Department: GCDES

Date Prepared: August 2016

Supervisor: Tax Collector

Summary:

The House-to-House Billing and Collections Supervisor is responsible for the overall supervision and the billing and collection of House-to-House current and delinquent payments. He or She is responsible for the daily deposits, balancing, monthly settlements and any insufficient payments that may occur. He or she is responsible for the processing of the daily INA (Credit Cards). He or She is responsible for processing bank drafts and obtaining approval for payment agreements. He or She is responsible for opening/closing, researching of current/delinquent accounts and will be responsible for debits and credits. He or She will need to understand the postage rules and regulations to ensure the office can receive a discounted postage on our billings. He or She will be the person in charge of organizing our printing and mailing of trash bills and will interface with the Cart Manager to ensure accurate and timely communication to confirm accuracy of billing.

Essential Duties and Responsibilities include the following with other duties as may be assigned:

1. Daily collection of monies, depositing, accounts receivable and balancing accounts and associated record keeping.
2. Enter and post daily window receipts, bank batches, monthly, quarterly, and yearly bank drafts.
3. Balance monthly settlements and settling collections to the treasurer.
4. Print INA reports, processing payments and balancing of credit card payments.
5. Ensure bank batches are correct and credit customer's accounts and pre-payment discounts are properly applied.
6. Research and collect insufficient payments. May be required to process non-sufficient funds (NSF) checks through the prosecuting attorney's office.
7. Keep up with all postal changes and sort bills to insure a discounted rate.
8. Organize, print, sort, fold and count trash bills.
9. Assist in the daily cart updates and reports as needed.
10. Establish new accounts, closed accounts, makes changes to customer's accounts as needed including entering work orders into the system for delivery, repair or pick up of cans.

11. Obtain approval for payment agreements with the appropriate documentation and maintain up to date customer hard copy files of agreements signed by customers, landlords and tenants.
12. Follow up of personal property ID numbers, researching current address, finding customers through various county agencies and other sources.
13. Resolves problems and complaints in a polite and courteous manner.
14. Handles basic office functions in a timely and efficient manner including answering the telephone when needed.
15. Order supplies as needed.
16. Performs all activities in a professional manner to ensure maximum cooperation with other operations and the public.
17. Responsible for writing up credits and debits with proper documentation and processing debits and credits after they have been approved.
18. Perform duties of clerks in their absence.
19. Files claims with the Finance Department.
20. Help in all other areas of the department as needed and with any duty assigned by supervisor.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED); minimum of three (3) years experience and training to the use of a computer, accounting or bookkeeping and three (3) years of general office experience.

Other Skills and Abilities:

He or she should possess basic computer skills; knowledge of calculators, fax machines, copier/scanners and etc. Good knowledge of Word and Excel. Excellent skills when dealing with customers and the understanding of the ordinances set by the Quorum Court. Incumbent is responsible for county capital assets in excess of \$100,000.

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must occasionally lift and/or move up to 50 pounds with assistive equipment. Specific vision abilities required by this job include the ability to adjust focus, distance vision, and close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

GARLAND COUNTY
Position Description

JOB TITLE: House-to-House Field Auditor

Exempt (Y/N): No

DATE PREPARED: August 2016

DEPARTMENT: Solid Waste

SUPERVISOR: Assistant Director

SUMMARY:

Under the supervision of the Assistant Director, the House to House Field Auditor/Technician is a full-time laborer's position that is responsible for the collection of data for the House to House service field accounting operational duties of the Department. The incumbent must ensure that all field data is accurate and is downloaded daily to the main database as required by the Cart Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as may be assigned. The incumbent must:

1. Demonstrate or be capable of developing, a more than basic understanding of the computers, programs and field equipment used in compiling and maintaining a large ongoing field auditing program.
2. Performs data gathering duties, delivery, repair and pick up of carts as required to update and correct the main House to House collection cart database and inventory throughout the County for verification of House to House accounts within assigned areas and reports non-participants in the collection system to the Cart Manager.
3. Although the House to House Field Auditor will have minimal contact with customers, when necessary the auditor/technician may have to answer questions related to their activities and will do so in a professional courteous manner and not answer questions unrelated to their activity such as other County services and will direct said questions to the proper person. Performs all activities in a professional polite manner to ensure maximum cooperation between cart management activities and the public recognizing that performance of duties may be under public scrutiny.
4. Auditor will contacts the Field Manager with all issues related to problems of vandalism, theft, and other legal matters concerning the carts distributed throughout the County.
5. Coordinates all operational issues and concerns with the Cart Manager.
6. Performs other office and field duties and functions as directed by the Assistant Director.
7. Responsible for cleaning carts and maintaining the cart storage yard to include communication of the status of parts and cart body inventory to Assistant Director.

8. Coordinate storage at designated sites and maintains adequate inventory of parts and extra cans in trucks and sites to maximize efficiency of duties.
9. Reports illegal dumping to Environmental Inspections Department.
10. Occasionally picks up trash due to hauler service problems when needed.
11. Operates county vehicles and equipment in safe and lawful manner. Reports all mechanical and maintenance issues to the Assistant Director.
12. Maintain a clean driving record and represents the County in a professional manner.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED), valid driver's license and clean driving record are required. Must be able to successfully pass a pre-employment and random drug screens. Must be able to follow oral and written instructions.

OTHER SKILLS AND ABILITIES:

The incumbent must possess ability to learn all facets of House to House operations. The incumbent must be able to deal effectively with other employees and the public when required. The incumbent must understand procedures for proper equipment maintenance, and safety regulations. The incumbent is responsible for county capital assets in excess of \$25,000.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and to stoop kneel, or crouch. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to sit and climb or balance. Specific vision abilities required by this job include distance vision, close and color vision, peripheral vision, and the ability to adjust focus.

The employee may occasionally be required to lift and/or move up to 60 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly working near moving mechanical parts, often subjected to outdoor weather conditions, with regular exposure to fumes, airborne particles, toxic or caustic chemicals, vibration, dust, dirt, moderate to loud noise, poor weather, temperature extremes, oily conditions.

The noise level in the work environment is usually moderate.

**GARLAND COUNTY
Position Description**

JOB TITLE: House to House Clerk II

Exempt (Y/N): No DATE PREPARED: August, 2016	DEPARTMENT: GCDES SUPERVISOR: House to House Billing/Collections Supervisor or ES Department Controller
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SUMMARY:

Under the supervision of the Billing and Collections Supervisor or ES Department Controller, the Clerk II is responsible for assisting with all aspects of the office and clerical functions as required for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, with other duties as may be assigned.

1. Assists with daily collection of monies, depositing, accounts receivable and balancing accounts as needed. Responsible for window receipting of monies, commonly in excess of \$7,000, making change, depositing daily receipts and record keeping as needed.
2. Is responsible for posting daily window receipts, bank batches, commonly exceeding \$20,000, and entering and posting monthly bank drafts.
3. Responsible for ensuring bank batches correctly credit customer's accounts and pre-payment discounts are properly applied.
4. Establishes new accounts, closes accounts, makes changes to customer accounts as needed.
5. Responsible for follow up of personal property ID numbers, researching current addresses, finding customers through various county agencies and other sources.
6. Verifies outstanding accounts receivable with Tax Collector through personal property identification numbers.
7. Answers questions or customers about system and helps resolve problems and complaints in a polite and courteous manner.
8. Handles basic office functions in a timely and efficient manner.
9. Runs errands as required.

10. Performs all activities in a professional manner to ensure maximum cooperation with other operations and the public.
11. May be required to process non-sufficient fund (NSF) checks through Hot Checks Office.
12. Answers telephone, takes requests for new accounts, requests for termination of service, and routes work orders involving cart delivery, repair or pick-up to the Cart Manager.
13. Required to prepare claims for House-to-House contractors, ensuring they are paid according to documented cart count.
14. Responsible for daily backup of all computers.
15. Is expected to fill in for other clerks in their absence.
16. At the end of day sets alarm, ensures all doors are locked.
17. Responsible for safe operation of various equipment valued at under \$10,000.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); minimum of one (1) year experience and training in the use of a computer, accounting or bookkeeping and two (2) years general office experience. For experience, related coursework may be substituted.

OTHER SKILLS AND ABILITIES:

The incumbent must possess excellent communication, interpersonal and problem solving skills when dealing with customers and other employees. The incumbent must possess general knowledge in all aspect of House-to-House collection operations, and must be able to communicate such knowledge effectively with other employees and the public, when necessary. Basic office skills shall include the operation of computers, 10-key, FAX, copy machines, and telephone system. Regularly required to use basic office software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands to handle or feel objects/controls, talk and hear.

Specific vision abilities required by this job include distance vision, close and color vision, peripheral vision, and the ability to adjust focus.

The employee may occasionally be required to lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet/moderate.

GARLAND COUNTY
Position Description

JOB TITLE: Solid Waste Clerk

Exempt (Y/N):	No	DEPARTMENT:	Solid Waste
DATE PREPARED:	August, 1998	SUPERVISOR:	Controller/Asst.
Director			
REVISED: August, 2016			

SUMMARY:

Under the supervision of the Assistant Director or his designee, or the Department Controller, the Clerk is responsible for assisting with all aspects of office and clerical functions as required for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as may be assigned.

1. Assists in the day to day operations of the offices of the Department as required.
2. Performs the collection of monies, record keeping, depositing, accounts receivable, and balancing accounts as needed in an accurate and timely manner.
3. Screens and weighs incoming waste, and determines Class 4 or Class 1 waste for billing and reporting at landfill.
4. Answers questions of customers about system, and helps resolve problems, questions, and complaints in a polite and courteous manner.
5. Handles basic office functions in a timely manner and efficient manner.
6. Runs errands as required.
7. Alternates working on Saturdays in the landfill office as needed.
8. Performs all liaison activities in a professional manner to ensure maximum cooperation between and among County, the public, and other agencies.
9. Dispatches Roll Off Drivers daily.
10. Assists in the routing of Commercial Route Drivers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED): minimum of one (1) year experience and training in the use of a computer, accounting or bookkeeping and three (3) years general office experience. The incumbent must be willing to work toward a class 1B and 2B Solid Waste Landfill Operator's License.

OTHER SKILLS AND ABILITIES:

The incumbent must possess excellent communication, interpersonal, and problem-solving skills when dealing with the customers and other employees and when using a 2-way radio. The incumbent must possess general knowledge in all aspects of landfill operations; understanding of Solid Waste requirements for sanitary landfills; and must be able to communicate such knowledge effectively with other employees and the public, when necessary. Basic office skills shall include the operation of computers, 10-key, FAX, copy machines, and telephone systems.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, stand, and interact with customers while inspecting the loads coming into the Landfill.

Must be willing to work in all types of weather.

The employee may occasionally be required to lift and/or move up to 20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately disruptive.