

MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, September 10, 2024, at 9:00 a.m. in the Conference Room of the Commission in the Morgan County Commission Office, Morgan County Courthouse, Decatur, Alabama. The following members were present: Chairman Ray Long; Commissioners Jeff Clark, Randy Vest, Don Stisher, and Greg Abercrombie. Also present: Greg Bodley, County Engineer; Julie Reeves, Chief Administrative Officer; Jessica Smith, Deputy Chief Administrative Officer; and Laura Vest, Business Services Coordinator. Absent: David Langston, County Attorney; and Mike Wetzel, Communications Director. Mrs. Reeves, Mrs. Vest, and Mrs. Smith acted as clerks of the Meeting. Mr. Clark offered the prayer and Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. Chairman Long declared the Meeting open for the transaction of business.

VISITORS

Erica Smith, Decatur Daily
Sheriff Ron Puckett, Morgan County Sheriff's Office
George Hill, Chief Information Officer
Jonathan Warner, Morgan County EMA
Jeff Brown, Harris Caddell & Shanks, PC

AGENDA

The Agenda for the meeting of Tuesday, September 10, 2024, had been presented to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that there being no further additions or corrections to the above listed agenda; it is hereby approved.

MINUTES

The Minutes of the meeting held on Tuesday, August 27, 2024, had been presented via email to the Commission for review.

After due consideration, it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that there being no further additions or corrections to the above referenced Minutes; they are hereby approved.

OLD BUSINESS:

ADOPT RESOLUTION AMENDING RESOLUTION 24-366 CORRECTING THE TITLE TO MORGAN COUNTY *DISTRIBUTION MANAGEMENT PLAN*.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-489

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend Resolution 24-366 correcting the title to Morgan County *Distribution Management Plan*, this the 10th day of September 2024.

NEW BUSINESS:

ADOPT RESOLUTION APPROVING THE FISCAL YEAR 2024-2025 BUDGET FOR THE MORGAN COUNTY COMMISSION IN THE AMOUNT OF \$78,672,476.84 (REVENUES) AND \$76,624,954.98 (EXPENDITURES), EFFECTIVE OCTOBER 1, 2024.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-490

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the Fiscal Year 2024-2025 budget for the Morgan County Commission in the amount of \$78,672,476.84 (Revenues) and \$76,624,954.98 (Expenditures), effective October 1, 2024, this the 10th day of September 2024:

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO PARTICIPATE IN THE 2024 LONGEVITY BONUS PROGRAM WITH THE ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA WORKERS' COMPENSATION SELF-INSURERS FUND FOR THE PURPOSE OF PROVIDING A ONE-TIME ADDITIONAL REFUND EQUAL TO 10 PERCENT OF THIS YEAR'S ESTIMATED PREMIUM CONTRIBUTIONS AND RENEWING ITS CONTRACTED ANNUAL PARTICIPATION FOR A THREE-YEAR PERIOD ENDING SEPTEMBER 30, 2027.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-491

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to participate in the 2024 Longevity Bonus program with the Association of County Commissions of Alabama Workers' Compensation Self-Insurers Fund for the purpose of providing a one-time additional refund equal to 10 percent of this year's estimated premium contributions and renewing its contracted annual participation for a three-year period ending September 30, 2027, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF MORGAN COUNTY EMA, TO APPROVE ONLINE APPLICATION OF THE STATE OF ALABAMA EMERGENCY MANAGEMENT AGENCY LOCAL FISCAL YEAR 2025 EMPG GRANT.

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-492

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Morgan County EMA, to approve online application of the State of Alabama Emergency Management Agency Local Fiscal Year 2025 EMPG Grant, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO A RENTAL AGREEMENT WITH TVA FOR SRMAC SPACE IN EMA, IN THE AMOUNT OF \$950 PER MONTH, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-493

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into a rental agreement with TVA for SRMAC space in EMA, in the amount of \$950 per month, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE AGREEMENT WITH MORGAN COUNTY EMERGENCY MANAGEMENT COMMUNICATION DISTRICT 911 TO SERVE AS MORGAN COUNTY'S 24-HOUR WARNING POINT FOR TVA FOR A FIVE (5) YEAR PERIOD, EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2029.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-494

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the agreement with Morgan County Emergency Management Communication District 911 to serve as Morgan County's 24-hour warning point for TVA for a five (5) year period, effective October 1, 2024 through September 30, 2029, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE AGREEMENT BETWEEN MORGAN COUNTY COMMISSION AND THE TENNESSEE VALLEY AUTHORITY (TVA) ESTABLISHING TERMS AND CONDITIONS FOR RADIOLOGICAL EMERGENCY PREPAREDNESS (REP) FUNDING FOR A FIVE (5) YEAR PERIOD, EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2029.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-495

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the agreement between Morgan County Commission and the Tennessee Valley Authority (TVA) establishing terms and conditions for Radiological Emergency Preparedness (REP) Funding for a five (5) year period, effective October 1, 2024 through September 30, 2029, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE AGREEMENT WITH THE TOWN OF EVA FOR POLICE PROTECTION TO BE PROVIDED BY THE MORGAN COUNTY SHERIFF'S DEPARTMENT AT AN ANNUAL COST OF \$77,448, PAYABLE IN TWELVE (12) MONTHLY INSTALLMENTS OF \$6,454, EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-496

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the agreement with the Town of Eva for police protection to be provided by the Morgan County Sheriff's Department at an annual cost of \$77,448, payable in twelve (12) monthly installments of \$6,454, effective October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE SERVICE AGREEMENT WITH THE MENTAL HEALTH CENTER OF NORTH CENTRAL ALABAMA TO CONTINUE PROVIDING A JUVENILE COURT LIAISON IN THE JUVENILE PROBATION OFFICE, FOUR (4) DAYS A WEEK AT AN ANNUAL COST OF \$7,500 TO BE PAID IN TWELVE (12) MONTHLY INSTALLMENTS OF \$625, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-497

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the Service Agreement with the Mental Health Center of North Central Alabama to continue providing a Juvenile Court Liaison in the Juvenile Probation Office, four (4) days a week at an annual cost of \$7,500 to be paid in twelve (12) monthly installments of \$625, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO CONTRACTUAL AGREEMENT WITH ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (ADEM) FOR COLLECTION, MANAGEMENT, DISPOSAL, AND/OR OFFERING FOR BENEFICIAL USE OF DISCARDED TIRES AND REGULATED SOLID WASTE, FUNDED BY THE SCRAP TIRE FUND, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-498

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into contractual agreement with Alabama Department of Environmental Management (ADEM) for collection, management, disposal, and/or offering for beneficial use of discarded tires and regulated solid waste, funded by the Scrap Tire Fund, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE A SERVICE AGREEMENT WITH GARRATT CALLAHAN FOR WATER TREATMENT CHEMICAL PROGRAM FOR THE MORGAN COUNTY COURTHOUSE IN THE AMOUNT OF \$5,400 ANNUALLY, TO BE PAID IN TWELVE (12) MONTHLY INSTALLMENTS OF \$450, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-499

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute a service agreement with Garratt Callahan for water treatment chemical program for the Morgan County Courthouse in the amount of \$5,400 annually, to be paid in twelve (12) monthly installments of \$450, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTIONS APPROVING CERTIFICATES TO SUBDIVIDE AND GROUP DEVELOPMENT FOR PROPERTY LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:

- **CAROLYN PHELPS AND JAY PHELPS
PERKINS WOOD ROAD, DISTRICT 2**
- **WILLIAM C. MARTIN AND DIANE M. MARTIN
LAWRENCE COVE ROAD & SE SMITH ROAD, DISTRICT 3**
- **WHISTLE STOP CAMPGROUND
KYLE ROAD, DISTRICT 2**

Mr. Don Stisher, member of the Commission, offered the following resolutions and moved for their adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-500

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide for property located within Morgan County for the following:

- Carolyn Phelps and Jay Phelps
Perkins Wood Road, District 2

this the 10th day of September 2024.

RESOLUTION 24-501

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide for property located within Morgan County for the following:

- William C. Martin and Diane M. Martin
Lawrence Cove Road & SE Smith Road, District 3

this the 10th day of September 2024.

RESOLUTION 24-502

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Group Development for property located within Morgan County for the following:

- Whistle Stop Campground
Kyle Road, District 2

this the 10th day of September 2024.

ADOPT RESOLUTION APPROVING A 2% COST-OF-LIVING ADJUSTMENT FOR ALL ELIGIBLE MORGAN COUNTY EMPLOYEES, EFFECTIVE OCTOBER 6, 2024.

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-503

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve a 2% cost-of-living adjustment for all eligible Morgan County employees, effective October 6, 2024, this the 10th day of September 2024.

ADOPT RESOLUTION APPROVING NEW SALARY TABLES, EFFECTIVE OCTOBER 6, 2024.

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-504

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve new Salary Tables, effective October 6, 2024, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO AMEND JOB DESCRIPTIONS FOR THE FOLLOWING JOB CLASS CODES:

- **1832 ENVIRONMENTAL EQUIPMENT OPERATOR**
- **3101 SENIOR ASSESSMENT CLERK**
- **9909 ENVIRONMENTAL ADMINISTRATIVE ASSISTANT**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-505

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to amend job descriptions for the following job class codes, this the 10th day of September 2024:

- 1832 Environmental Equipment Operator
- 3101 Senior Assessment Clerk
- 9909 Environmental Administrative Assistant

Classification Title:

**Environmental Equipment Operator
Class Code 1832**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to drive and operate refuse packer type truck for residential refuse collection and to perform manual work functions associated with removing and transporting refuse. Operates equipment and performs manual work functions associated with collection of yard and land waste, maintenance and incineration, and any other assigned duties related to Morgan County Environmental Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Operates/drives a refuse packer truck to collect refuse along a designated residential route and transport trash to landfill.
- Observes assigned route and changes to provide collection service in compliance with departmental rules and regulations; monitors status of materials under transport and retrieves any fallen debris.
- Performs manual work functions associated with trash pickup and removal; picks up garbage; lifts trash receptacles; empties contents of trash receptacles into truck; removes spilled garbage or debris from roadsides and from ground around trash receptacles when necessary.
- Handles trash receptacles and trash bags in a manner which will prevent damage to customers' property; returns receptacles to proper place.
- Unloads garbage from truck at landfill site.
- Assists with cleaning and sanitizing assigned vehicle; washes/cleans truck and equipment; assists with fueling truck.
- Performs preventative maintenance tasks necessary to keep truck, machinery, and equipment in good working condition, which includes inspecting equipment, checking condition of tires and air pressure, checking/replacing fluid levels, and washing/cleaning equipment; reports equipment problems or malfunctions to appropriate supervisor.
- Communicates via telephone and/or two-way radio, provides information, takes and relays messages and/or directs calls to appropriate personnel, responds to requests for service; responds to dispatch requests.
- Maintains knowledge of county geographic lay-out including location of roads.
- Follows all traffic regulations; observes road and weather conditions and takes all safety precautions necessary while operating assigned vehicle.
- Represents the department in dealing with customers; maintains good customer service relations; refers/reports complaints from citizens related to garbage service and brush removal to appropriate supervisor.
- Responds to routine requests for information from officials, employees, general public, or other individuals.
- Prepares and/or receives various forms, logs, reports or other documents associated with daily

responsibilities of this position; processes and forwards as appropriate.

ADDITIONAL FUNCTIONS

When necessary or as instructed:

- Operates equipment, machinery and tools used in collection of brush, trees and other particles associated with yard or land waste, which may include a knuckle boom truck, side loading truck, incineration machine, excavator, skid steer, trencher, dump trailer, weed eater, mower, chain saw, axe, shovel, rake, and mechanic tools.
- Cleans and maintains the office at the incinerator site.
- Performs manual work functions associated with collection and incineration, including but not exclusively, driving a knuckle boom truck, loading trucks, operating a van or pickup truck. Uses power equipment including chain saws, weed eaters, manual saws, axe and hand tools. Opens gates and maintains the office and property at the Old Branch Rd location and performs any other duties related to Morgan County Environmental Services.
- Prepares and delivers invoices and collects payments and delivers them to the office.
- Monitors equipment gauges and other indicators for non-standard conditions; reports faulty equipment for repair; performs basic equipment repairs.
- Assists mechanic with general maintenance; checks fluid levels, tires, and air pressure; greases fittings.
- Clears debris from truck wash; performs general cleaning/housekeeping tasks associated with maintaining shop areas.
- May perform general cleaning/housekeeping tasks associated with maintaining shop or other work areas.
- Performs administrative tasks such as answering the telephone, providing information, taking and relaying messages, and/or directing calls as appropriate.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; two years of experience in driving commercial class vehicles or related required and some manual labor experience desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain a valid Alabama Commercial Driver's License. (County may provide assistance in obtaining valid CDL upon employment.)

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of machinery, equipment and tools including a 3/4-ton dump bed truck, rear end packer truck, excavator, skid steer, incinerator, shovel, rake, tire tools, fire extinguisher, high pressure sprayer, mechanic tools, and two-way radio. Physical demand requirements are at levels of those for heavy work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things, which may include maps and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving assignments and/or directions to co-workers or assistants as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic mechanical and operational principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, heavy equipment, tools, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot

coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Classification Title:

**Senior Assessment Clerk
Class Code 3101**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative/clerical work functions associated with collecting taxes, processing documentation, and providing customer service

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Provides direction, guidance and assistance to assigned staff; organizes projects and workload; assigns and evaluates work; may counsel, discipline, or process employee concerns and problems; may complete employee performance appraisals.
- Performs customer service functions in person or via telephone; provides information and assistance to the general public, employees, officials, or other individuals; answers questions regarding departmental documentation, procedures, or other issues.
- Calculates various taxes and fees.
- Receives monies in payment of taxes; records transactions; issues receipts; balances payments and receipts; prepares bank deposits or forwards as appropriate.
- Coordinates audit activities and provides assistance/information to auditors.
- Prepares and/or generates various correspondence, forms, reports, and other documents via computer and/or typewriter.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.
- Receives/generates various reports; reviews for accuracy and makes corrections; performs applicable calculations; forwards as appropriate.
- Receives, opens and distributes incoming mail; prepares outgoing mail.
- Copies and distributes correspondence, memoranda, reports, and other related materials.
- Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.
- Performs research functions as needed.
- Communicates with staff, officials, state agencies, or others as appropriate concerning problems, procedures, legal clarification, general information, or other issues.
- Responds to routine requests for information from officials, employees, the general public or other individuals.
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Assignment within the Commissioner of Licenses Office may include performance of the following additional duties and responsibilities:

- Reviews motor vehicle titles, bill of sale forms, and related documentation; processes title transfers, new title registrations, title corrections, compute/charge sales taxes, and forwards to state office with remittance.
- May be required to perform duties which include but are not limited to: processes/issues new/renewed business licenses; prepares/issues fleet vehicle registrations, license tags, and renewal decals; and processes/issues/reports hunting and fishing licenses to DCNR.
- Maintains inventory of departmental supplies, and initiates orders for new or replacement materials/tags.
- Makes changes/deletions to receipts for Assessment Clerks.
- Balances Assessment Clerks' cash drawers.
- Performs the duties of the Deputy Commissioner of Licenses in absence of same.

Assignment within the Revenue Commissioner Office may include performance of the following duties and responsibilities:

- Coordinates property assessment office activities and collection of ad valorem taxes; plans and

- implements office procedures; ensures work is performed within timeframes designated by state.
- Processes various documentation associated with property assessments; makes determinations concerning final settlements, disbursements, exemptions, amount of taxation, or other issues.
- Files property tax exemption forms.
- Reads/interprets maps and legal descriptions.
- Prepares legal advertising for publication in newspapers.
- Creates and interprets Excel spreadsheets.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; one to two years of experience in supervision, customer service, assessment office work or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, printer, typewriter, copy machine, facsimile machine, calculator, and telephone. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, legal code books, reference manuals, or procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal and financial information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of legal and financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex legal and financial principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages; determine time and weight; utilize mathematical formulas; and interpret statistical data.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include a scale ruler.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Classification Title:

**Administrative Assistant – Environmental
Class Code 9909**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative functions associated with providing general office support for Environmental Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Composes, prepares and/or generates routine correspondence, forms, reports, and other documents via computer.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and or takes other action as appropriate.
- Accept and record payments received in the Environmental Services Office.
- Maintains confidentiality and professional integrity in involvement with departmental issues.
- Prepares departmental files; maintains file system of departmental records.
- Copies and distributes correspondence, memoranda, reports and other related materials.
- Receives, opens and distributes incoming mail; prepares outgoing mail.
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.
- Performs administrative duties as directed by the Solid Waste Manager.
- Maintains inventory of departmental supplies; initiates orders for new or replacement materials.
- Uses knowledge of Microsoft Office to operate a computer in an effective and efficient manner.
- Performs data entry functions by keying data into computer system.
- Supervises and directs the work of the Environmental Clerk.
- Enters requisitions for purchase orders; tracks encumbered funds.
- Enters all accounts payable invoices for Environmental Services and Recycling departments.
- Responsible for billing of dumpster services and roll-off rentals.
- Performs functions of Environmental Clerk in absence of same.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; two years of experience in general office practices preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment which may include a computer, printer, typewriter, copy machine, facsimile machine, calculator and telephone. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include reports, maps, reference manuals, or legal code books.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of administrative documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex administrative principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion