



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: March 6, 2025

Date Listing Will Close: March 13, 2025 @ 5:00 PM

The following department has a vacancy for qualified employees in the following position:

Class Specification: Clerical Support

Department: Road Department/Woolmarket/District 5

Salary: \$16.86 - \$20.83 per hour

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications/ Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse Phone: (228) 865-4194

Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Clerical Support

DEPARTMENT: Road Department/Woolmarket/District 5

FLSA STATUS: Non-Exempt

REPORTS TO: Assistant Road Manager

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: November 20, 2024

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: To provide clerical support to the Road Department.

ESSENTIAL JOB FUNCTIONS:

1. Drafts and types correspondence, confidential materials, and various reports; computer operation required
2. Enters payroll data on a daily basis; verifies alternate rate and FLSA calculations.
3. Maintains leave accrual balances on Road Department employees and notifies the Assistant Road Manager when leave requests exceed the available balance.
4. Maintains copies of employee information, such as addresses, telephone numbers, and salary rates and makes changes via data entry.
5. Copies Workers' Compensation claims and forwards to appropriate personnel.
6. Receives complaints, notifies appropriate staff, and follows up to ensure prompt corrective action and responses.
7. Monitors all Departmental personnel actions to ensure compliance with established policies and procedures and forwards personnel action forms to appropriate staff.
8. Answers questions and provides information regarding policies and procedures to department employees.
9. Monitors departmental budget account balances to ensure allotted amounts are not exceeded and prepares purchase requisitions for approval by the Road Manager.
10. Compiles submitted financial information for the annual budgetary process.
11. Processes paperwork related to travel such as travel forms, requisitions, etc.
12. Receives damage claims from citizens and forwards to appropriate department, enters information into computer with database software, receives/reviews final reports and forwards to Assistant Road Manager for approval.
13. Maintains an inventory of office supplies and places orders.
14. Responsible for the cleanliness of the office, including but not limited to, sweeping, mopping, emptying garbage cans, and other duties as needed.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: None.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of standard office practices and procedures.

Knowledge of computer fundamentals including filing, Word, and Excel

Knowledge of employee benefit programs.

Familiarity with payroll practices and principles.

Skill in the operation of a 10-key calculator.

Ability to perform mathematical calculations accurately.

Ability to maintain confidential information and research information

Ability to communicate effectively both orally and in writing

Knowledge of all related safety procedures.

These knowledge, skills, and abilities are usually, although not always, acquired through the completion of High School or GED equivalent. Equivalent combinations of education and experience will be considered.

SALARY RANGE: \$16.86 - \$20.83 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 20 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

