



LAKE COUNTY GOVERNMENT CENTER  
2293 NORTH MAIN STREET  
CROWN POINT, IN 46307

**(Internal / External)**

**Department: Highway Department**  
**1100 E. Monitor Street**  
**Crown Point, IN 46307**

**Position: Engineering Clerk / Project Management Assistant**

Classification: Full Time

FLSA: Non-Exempt

Direct Reports:0

Reports to: Head Engineer, Assistant Engineer, Assistant Superintendent and Superintendent

**Requirements: High School Diploma required, College or Technical School advanced classes a plus. Familiar with County and Departmental policies and operating procedures. Basic Math skills, proficiency in computer skills with standard software such as Microsoft Office, Excel, Outlook. Ability to read with accuracy and to physically complete all tasks. Valid Indiana Motor Vehicle License required and Indiana Manual on uniform traffic control devices.**

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**Purpose of Position/ Summary:** Assist the Lake County Highway department with general office duties and customer service.

Applicant must have good communication skills and the ability to work with the public, co-workers, vendors, County Attorneys and other departments affiliated with the Lake County Highway Department and provide service to customers and other department personnel in person or by telephone. Must have good customer service skills with the ability to answer questions and make appropriate referrals.

## **Essential Duties/Responsibilities:**

1. Performs receptionist, secretarial duties for the Engineering and Highway Personnel; duties include: filing, typing, bookkeeping and customer service (Daily Process).
2. Prepare monthly agendas, bids, and proposals; also includes yearly specifications for Highway.
3. Assists with streets, roads, and bridge projects, Right-of-Way parcels and Federal reimbursements.
4. Input and process payments of Community Crossing Grants and close out.
5. Prepare and maintain Engineering files for bridge, roads, new construction and rehabilitation projects.
6. Prepare and process yearly specifications for Highway street, roads, bridges and equipment (twice per year).
7. Prepare and process proposals required and requested by Management
8. Input for requisitions and preparations of purchase orders for vendor payments.
9. Bookkeeping and preparation, following through completion for street, road and bridge accounting and projects including Federal (LPS) refunds and Right of Way,
10. Prepare and complete vouchers and reports for Indiana Department of Transportation (it is a requirement by Highway management to keep our records up-to-date to complete this task. Records management is a daily process.
11. Communication with vendors to accomplish work to be processed and relate to the County's Accounts Payable and Accounts Receivable departments
12. Perform all other duties as assigned and requested by engineers.

## **OTHER DUTIES:**

**Operation of office equipment (copy machine, fax, telephone and 2-way radio)**

**Proficiency keyboarding ability and Microsoft Office suite (Word, Excel and Outlook)**

**Employee supervision, bookkeeping, customer service and problem-solving skills**

**Basic math (adding, subtraction, multiplication and division), some business accounting education**

**Basic English grammar and punctuation and spelling**

**Good communication skills, both verbal and written**

**Database management**

## **PHYSICAL REQUIREMENTS OF THE POSITION:**

**Position requires full use of arms, hands, and legs and tolerate continuous periods of repetitive motion and continuous periods of screen activity up to 3 hours. Be able to lift 25lbs, bend, walk, and reach overhead.**

## **RESPONSIBILITY FOR SAFEGUARDING ASSETS:**

## **RESPONSIBILITY FOR RESULTS:**

**Work should be done on a consistent basis to the satisfaction of supervision, management.**

## **SPECIFIC SKILLS INCLUDE:**

**Work cohesively with peers, ability to work as a team with supervisors, staff, and public service professionals.**

**All Resumes and applications must be sent to the Lake County Human Resources Department**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**\*Applications are located on the 3rd floor of Government Center in Human Resources\***