

## TIMEKEEPER

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult clerical work involving responsibility for collecting and maintaining information pertaining to material and labor costs. The work is performed according to a prescribed routine under the general supervision of the Head Timekeeper. Occasionally employees in this class will dispatch workers and equipment to projects in accordance with directions received from superiors. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Records the number of workers employed on a particular project, their names and pay rates;

Checks dispatch records against time cards and records absences for sickness, vacation and personal leave;

Prepares equipment records and checks operator reports for proper completion;

Records the number and types of equipment used for each project;

Assists in maintaining detailed account of repairs made to Highway Department equipment;

Answers telephone and relays messages by radio or telephone;

Occasionally dispatches men and equipment to various projects;

Maintains current inventory of stored items such as gasoline and diesel fuel, motor oil and lubricants.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of business arithmetic and English; working knowledge of construction terminology; working knowledge of record keeping practices; ability to understand and follow oral and written directions; ability to get along well with others; clerical aptitude; good judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school and one year of clerical experience; **OR**
- B. Two (2) years of clerical experience in public works or construction related activity; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

**Timekeeper**

Classification: Competitive

Grade: 5

Union: CSEA