

Administrative Assistant Terrell County Board of Commissioners

Job Description Detail

Under the supervision of the County Administrator and the County Clerk, the Administrative Assistant completes all office procedures and other tasks as assigned by the Administrator and the Clerk

- Interact with citizens, vendors, garbage customers, visitors, and other employees
- Answers telephones and routes calls
- Open, sort and distribute mail, correspondences, including faxes and email
- Sign for and distribute UPS/FedEx or similarly delivered packages
- Prepare responses to routine inquiries
- Perform general clerical duties i.e., copying, faxing, mailing, and filing, prepare bank deposits
- File and retrieve documents, records and reports
- Create and modify documents using word processing, spreadsheet, or other software
- Support staff in project-based work
- Other duties as assigned by the Administrator and the Clerk, assist other staff members
- Maintain confidentiality in all aspects of customer, staff, and Commissioner information

This list is not all inclusive but merely representative of the duties and responsibilities performed by an Administrative Assistant to Terrell County Board of Commissioners.

QUALIFICATIONS: Must be 18 years old or older and possess a valid high school diploma or GED equivalent. Candidate must have two (2) years clerical experience or equivalent. Business and personal references required. Employee must successfully complete an oral interview, background investigation, and drug screening.

KNOWLEDGE, SKILLS, & ABILITIES: Employee should demonstrate knowledge of generally accepted office practices and procedures. Demonstrate skill in the use of computers and other office equipment. Employee will have the ability to positively communicate and interact with the public. Employee will have the ability to work well either alone or as part of a team.

PREFERRED SKILLS/QUALIFICATIONS: Experience in Customer Service.

PHYSICAL CONDITIONS AND NATURE OF WORK: The employee is frequently required to sit and type, handle paperwork, and focus on computer screens. Occasionally will need to stand or walk, reach with hands and arms and lift and/or move up to 25 pounds. The work is typically performed in an office. Employee must meet standards of pre-employment physical and drug screen.

SALARY: \$10.00 / Hour
Part-time/Permanent

Reply by March 21, 2022. Send resume to: Kenna Pate

**Terrell County Board of Commissioners
P O Box 525
Dawson, GA 39842**

Or email resume to: kennatcbc@windstream.net