



JOB OPENING

Troup County Government

Position: Administrative Assistant (PT)	Department: Parks & Recreation	Salary: \$10.00/Hr
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Under general supervision and instruction this position is responsible for administrative functions of the Active Life Center.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have at least 1-3 years minimum experience in related field
- ⇒ Must be able to handle money and keep accurate records
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in performing accurate mathematical problems
- ⇒ Skill in planning and problem solving
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Unlocks and opens buildings each morning; Sits in for receptionist as needed
- ⇒ Posts Daily Calendars in each building; Designs and maintains bulletin boards
- ⇒ Reviews to do list with Director to set priorities; Assists Director and Manager as requested
- ⇒ Maintains database of current active participant; Maintains and updates administrative forms
- ⇒ Registers new participants and update existing participants annually
- ⇒ Makes Catfish Supper Tickets monthly
- ⇒ Signs people up for classes and special events; Occasionally drive participants in van to special events
- ⇒ Completes monthly online Congregate Meal Reports in Harmony and mail report
- ⇒ Registers, updates and approves participant transportation requests online in trips; Inputs day trips in Day Trips Reviews Database
- ⇒ Designs, prints and displays posters advertising upcoming events
- ⇒ Prepares monthly calendars, press releases and other related items for monthly distribution
- ⇒ Maintains and updates participant intake file cabinets; Takes photos of new and updated participants for database system
- ⇒ Keeps track of monthly volunteer hours and publishes an annual volunteer report
- ⇒ Maintains list of needed office supplies and order as directed by Director; Oversees the maintenance of office equipment
- ⇒ Fills out purchase order sheets, attach to receipts and give to Director for processing
- ⇒ Attends office staff meeting; Attends staff training and development training as requested by Director
- ⇒ Oversees Wii Bowling League (sign up teams, record scores and post results)
- ⇒ Runs occasional errands as needed (i.e. Post Office, West Point Senior Center meals, pick up office supplies, etc.)
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 06202019 Administrative Assistant

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace