



# JOB OPENING

## Troup County Government

<b>Position:</b> Administrative Assistant	<b>Dept:</b> Board of Commissioners	<b>Salary:</b> \$ 13.07/hr
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The Administrative Assistant works under the direction of the Human Resources Director and Division Director of Public Services. This position is responsible for performing a wide variety of administrative tasks in the Board of Commissioners Office and the Human Resources Office by performing the following duties.

**The qualified candidate will have:**

- ⇒ High School Diploma or GED with at least 5 years experience in an administrative position or a related field; Experience in working in an Human Resources environment and in local government is preferred
- ⇒ Current, valid driver's license; HIPPA Compliance Training preferred
- ⇒ Must have a high level of interpersonal skills to handle sensitive and confidential situations and documentation
- ⇒ Excellent verbal, written and telephone skills; Ability to run the front office in a professional manner
- ⇒ Ability to communicate and interact with County officials, agencies and individuals in a professional and courteous manner
- ⇒ Must be able to work independently; Must be able to maintain confidentiality and exercise discretion in performing tasks
- ⇒ Must be able to prioritize multiple projects and tasks; Must have strong organizational and record keeping skills
- ⇒ Ability to speak effectively and give presentations before small groups
- ⇒ Must have a strong working knowledge of Microsoft Office Word, Excel, PowerPoint and Outlook
- ⇒ Knowledge of modern office procedures and terminology

**Essential duties and responsibilities include the following:**

- ⇒ Greets visitors and answers telephone for the Board of Commissioners and Human Resources Offices and responds to in-person inquiries by referring people to appropriate departments; Screens calls and responds independently when possible
- ⇒ Collects newspaper articles concerning County business and maintains scrapbook
- ⇒ Maintains files, records, various reports and other materials; Prepares correspondence as necessary
- ⇒ Copies and distributes letters, memos, reports, etc.; Orders office supplies and maintains supply room
- ⇒ Schedules use of County meeting rooms and assists with meetings and events; Maintains on-line calendar
- ⇒ Maintains employee service award database and prepares presentations; Assists with coordinating information for the presentation program
- ⇒ Assists with Board Appointments which includes gathering information and sending correspondence
- ⇒ Logs daily Work Orders and distributes them appropriately
- ⇒ Takes minutes for quarterly Safety Committee Meetings
- ⇒ Responsible for requesting service and maintenance on office equipment
- ⇒ Assists with the preparation and posting of vacant positions and distributes job postings to the Department of Labor and to other recruiting websites and agencies as required
- ⇒ Prints on-line employment applications and checks them for accuracy
- ⇒ Assists with entering job vacancies and applicant information into excel spreadsheet for applicant tracking purposes and forwards applications to the appropriate County Department
- ⇒ Responsible for gathering and cross checking all original employment applications received back in Human Resources from County departments once a job vacancy has been filled
- ⇒ Communicates with agencies and organizations regarding job announcements and other Human Resources topics
- ⇒ Assists with coordinating and conducting New Hire Orientations
- ⇒ Assists employees and supervisors with Human Resources information and answers questions
- ⇒ Assists employees with the completion of tax forms, direct deposit forms and insurance forms
- ⇒ Accepts insurance payments for County Retirees and employees on a leave of absence, writes receipts and gives the Accounting Department collected payments to make deposits
- ⇒ Performs all other related duties as assigned

Specific instructions, assistance and guidance are provided when needed.

***Applications will be accepted Until Filled at the Georgia Department of Labor, 1002 Longley Place, LaGrange, GA 30240.***

Job #03072017    Administrative Assistant    Grade 12

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

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