



JOB OPENING

Troup County Government

Position: Administrative Assistant	Department: Board of Commissioners	Salary: \$13.89/Hr
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This position is responsible for providing administrative support to the Board of Commissioners and Human Resources offices.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. Experience in working in a Human Resources environment and local government is preferred
- ⇒ Ability to speak effectively and give presentations before groups
- ⇒ Must have a high level of interpersonal skills to handle confidential situations and documentation
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of computers and job-related software programs (Microsoft Office Word, Excel, PowerPoint and Outlook)
- ⇒ Knowledge of customer service principles; skill in providing excellent customer service
- ⇒ Skill in prioritizing multiple projects and organizing work; must be able to work independently
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in oral and written communication; excellent verbal, written and telephone skills

Essential Duties and Responsibilities:

- ⇒ Answers calls and greets visitors to the Board of Commissioners and Human Resources Offices; provides information and assistance; screens calls and responds independently when possible; takes messages; refers to appropriate personnel
- ⇒ Downloads and Archives LaGrange Daily News and Troup County Newspapers
- ⇒ Assists in the preparation of the Board of Commissioners meeting Agenda
- ⇒ Maintains files, records, various reports and other materials; prepares correspondence as necessary
- ⇒ Copies and distributes letters, memoranda, reports, etc.
- ⇒ Orders office supplies and maintains supply room
- ⇒ Schedules the use of county meeting rooms and assists with meetings and events; maintains online calendar
- ⇒ Maintains employee service award database and prepares presentations; gathers information, prepares certificates, contacts departments and personnel and prepares short descriptions for senior staff presentation
- ⇒ Assists with Board appointments; gathers information and prepares correspondence
- ⇒ Serves as backup to the County Clerk for time clock edits and submission to payroll
- ⇒ Logs and distributes daily work orders
- ⇒ Takes minutes for quarterly Safety Committee meetings
- ⇒ Coordinates the maintenance of office equipment
- ⇒ Assists with the preparation and posting of vacant positions; distributes job postings to the Department of Labor and to other recruiting websites and agencies
- ⇒ Prints on-line employment applications and checks them for accuracy; assist with entering applicant information into excel spreadsheet for tracking purposes; forwards applications to the appropriate county department
- ⇒ Gathers and cross-checks receipt of all original employment applications from county departments when vacancies are filled
- ⇒ Communicates with agencies and organizations regarding job announcements and other Human Resources topics
- ⇒ Assists with conducting and coordinating new hire orientations
- ⇒ Assists employees and supervisors with Human Resources information
- ⇒ Assists employees with the completion of tax forms, direct deposit forms and insurance forms
- ⇒ Writes receipts for insurance payments; mail receipts; forwards payments to Finance staff for deposit
- ⇒ Performs all other related duties as assigned

The Human Resources Director and the Public Services Director assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results

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

Job #: 08032017 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 - A Drug Free and Tobacco Free Workplace

