



# JOB OPENING

## Troup County Government

<b>Position:</b> Administrative Assistant (PT)	<b>Department:</b> Juvenile Court	<b>Salary:</b> \$10.78/Hr
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This position provides administrative support to the Juvenile Court System. This is a temporary part time work assignment that could last from 2 weeks up to 1 month.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Prefer to have one year of Juvenile Court or Administrative experience
- ⇒ Ability to interact and exhibit professionalism with others
- ⇒ Ability to use telephone system, voicemail and conferencing features
- ⇒ Ability to complete administrative tasks correctly and on time
- ⇒ Skill in oral and written communication including proofreading abilities and customer service

### Essential Duties and Responsibilities:

- ⇒ Accurately types correspondence and administrative transaction
- ⇒ Proofreads all types materials for accuracy, consistency and proper spelling, grammar and punctuation; corrects as necessary
- ⇒ Answers telephone and greets visitors courteously and promptly; refers inquiries to others as needed
- ⇒ Files all documents, correspondence and other legal documents in appropriate files as instructed
- ⇒ Maintains filing system including organizing the files in multiple file rooms and follows retention schedule as to destruction
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.trouppcountyga.org](http://www.trouppcountyga.org).**

Job #: 04032018 Administrative Assistant

PT

*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**

