



# JOB OPENING

## Troup County Government

<b>Position:</b> Administrative Clerk (PT)	<b>Department:</b> Roads & Engineering	<b>Salary:</b> \$11.40/Hr
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Under general supervision this position is responsible for providing clerical support for office operations and performs housekeeping duties as needed.

### Qualifications/Knowledge:

- ⇒ Must have high school diploma or GED, current valid driver's license
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in prioritizing and organizing work
- ⇒ Skill in the provision of customer service
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in the use of office equipment such as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Keep office area clean including restrooms and kitchen as needed
- ⇒ Answers telephone and greets visitors; provides information and assistance
- ⇒ Maintains vendor files, including purchase orders and check requests
- ⇒ Assists in preparing department payroll records
- ⇒ Prepares a variety of regular and special reports as needed
- ⇒ Maintains files and records
- ⇒ Prepares a variety of correspondence as needed
- ⇒ Performs all other related duties as assigned

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

Job #: 10302018 Administrative Clerk

PT

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, Assistant County Manager

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