



JOB OPENING

Troup County Government

Position: Administrative Assistant	Department: Human Resources	Salary: \$17.43/Hr
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Under general supervision and instruction this position is responsible for providing administrative support to the Human Resources Department to include front desk customer service, processing employment applications, preparing job postings, new hire orientations, and records management.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Requires sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for at least two years
- ⇒ Experience working in a Human Resources environment and/or 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 employment laws
- ⇒ Knowledge of computers and job-related software programs (Microsoft Office Word, Excel, Power Point 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 the use of such office equipment as a computer, scanner, fax and copier
- ⇒ Skill in oral and written communication; excellent verbal, written and telephone skills

Essential Duties and Responsibilities:

- ⇒ Answers phone and screens calls; refers to the appropriate personnel; greets visitors and provides information and assistance; responds independently when possible; verifies employment by phone
- ⇒ Prepares and posts job announcements; updates job descriptions as needed; distributes job announcements to various websites and agencies; communicates with agencies and organizations regarding job announcements
- ⇒ Prints all on-line employment applications and checks them for accuracy; logs applicant information into excel spreadsheet for tracking purposes; forwards applications to the appropriate county department
- ⇒ Interprets and explains Human Resources Policies and Procedures to employees and supervisors
- ⇒ Maintains and copies files, records, various reports and other materials; prepares and distributes correspondence as necessary
- ⇒ Assists with Open Records Requests of Personnel Files
- ⇒ Assists with the onboarding processes for new hires; requests background checks; schedules drug tests; prepares correspondence; assists with or conducts new hire orientations
- ⇒ Maintains office supply inventory and orders office supplies as needed; obtains purchase orders and processes invoices for payment; coordinates the maintenance of office equipment
- ⇒ Assists with the Employee Service Award Program and The Richard English Jr. Strongest Link Award of Excellence Program
- ⇒ Maintains/updates employee files; scans documents into Lasher fiche; files hard copies; prepares files for storage and retrieve files from storage
- ⇒ Assists employees with the completion of tax forms, direct deposit forms and insurance forms
- ⇒ Writes and mails receipts for retiree insurance payments; prepares and sends letters for delinquent payments; forwards payments to the Finance Department for bank deposit
- ⇒ Performs all other related duties as assigned

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

Job #: 03302023 Administrative Assistant

Grade 12

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