



# JOB OPENING

## Troup County Government

<b>Position:</b> Administrative Assistant	<b>Department:</b> Public Safety	<b>Salary:</b> \$20.09/Hr
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Under general supervision and instruction this position is responsible for providing administrative support for the Public Safety Department.

### Qualifications/Knowledge:

- ⇒ Must have a high school diploma or GED, current valid driver's license
- ⇒ Minimum of 1 to 2 years of experience in a related field preferred
- ⇒ 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 services
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Provides customer service; answers telephone and greets visitors; provides information and assistance and refers to appropriate personnel; takes messages and makes appointments
- ⇒ Maintains office files and scans documents; compiles reports
- ⇒ Processes open records requests; maintains personnel records
- ⇒ Assists in maintaining and updating the emergency operations plan
- ⇒ Processes invoices and prepares purchase orders
- ⇒ Assists in processing department payroll
- ⇒ Maintains office supply inventory; reorders as needed
- ⇒ Prepares and edits correspondence, reports and other documents
- ⇒ Schedules and sets-up meetings
- ⇒ Copies and distributes letters, memoranda, reports and other materials
- ⇒ Forwards incident reports to the National Fire Incident Reporting System and State Fire Marshal's Office
- ⇒ Coordinates the scheduling of fire inspections and fire safety education and presentations
- ⇒ Assists in scheduling potential candidates to hire for assessments; processes paperwork for candidates and assists with orientation once hired
- ⇒ Processes a variety of correspondence and invoices
- ⇒ Performs all other related duties as assigned

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

Job #: 04082026 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**

04/08/2026