



JOB OPENING

Troup County Government

Position: Administrative Secretary	Department: Parks & Recreation- West Point	Salary: \$18.20/Hr
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Under general supervision and instruction this position is responsible for providing secretarial support for assigned functions of the Parks and Recreation Department.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have at least 1-2 years minimum experience in a related field
- ⇒ 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 such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Answers telephone; provides information and assistance; takes messages and schedules appointments; refers calls to appropriate personnel
- ⇒ Maintains files and records; prepares and edits correspondence
- ⇒ Schedules and organizes meetings and events
- ⇒ Registers members, clients and program participants
- ⇒ Processes invoices for payment
- ⇒ Coordinates timesheets for submission to payroll
- ⇒ Maintains office supply inventory; prepares purchase orders as needed
- ⇒ Completes a variety of regular and special reports
- ⇒ Maintains and updates a variety of spreadsheets and lists
- ⇒ Prepares flyers and other informational publications
- ⇒ Collects payments and prepares deposits
- ⇒ Performs all other related duties as assigned

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

Job #: 10202026 Administrative Secretary

Grade 10

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