

## **ADMINISTRATIVE ASSISTANT**

### **NATURE OF WORK**

The administrative assistant is responsible for performing routine to advanced clerical and administrative duties under general direction of the Office Manager and the Public Works Director/County Surveyor/Engineer.

Work includes performing daily clerical and bookkeeping functions of routine to average difficulty and gathering information as directed by the Office Manager or Public Works Director/County Surveyor/Engineer. Work responsibilities require average initiative and some independent judgment. Work also involves communicating rules and policies; reviewing and answering routine complaints or items to be repaired; and maintaining records. Work includes work of a confidential nature assisting the Public Works Director/County Surveyor and the Office Manager in personnel and labor relations matters.

### **EXAMPLES OF WORK PERFORMED**

Provides basic secretarial and clerical assistance to support office operations; schedule appointments and meetings; perform clerical, reception, and bookkeeping duties; processes monthly claims for department payroll and accounts payable.

Opens, date stamps, sorts, and distributes mail.

Answers telephone and provides information/assistance or routes caller to appropriate staff member.

Takes phone or visitor messages and delivers to appropriate individual.

Greets visitors to the office and directs them to appropriate individual.

Composes and types routine correspondence and memoranda using word processing software.

Compiles and types statistical reports including tables and text using spreadsheet software.

Operates and maintains fax machine.

Makes copies, collates, and staples materials as requested.

Establishes and maintains permanent files; files and retrieves files as requested.

Assists the Office Manager in compiling reports and data in preparation of the departmental budget, maintaining personnel files, and providing secretarial and administrative assistance to the Public Works Director/County Surveyor/Engineer.

Balances accounts monthly and monitors departmental invoices.

Conducts inventory and order departmental supplies; and prepare scheduled/requested reports for the Office Manager.

Maintains employee time records and leave time records.

Assists the Office Manager by placing ads regarding job vacancies, distributes and accepts applications; maintain records tracking compliance with health testing and certification; attend meetings within the county functions and seminars to help our department function better.

Maintain files of MSDS sheets.

Assists the Office Manager in purchasing materials, supplies and equipment for the department.

Performs other related duties as required.

### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.

Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.

Skill to use a personal computer and various software packages.

Skill to type 50 words per minute.

Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.

Ability to handle and resolve recurring problems.

Basic knowledge of the basic principles of bookkeeping and financial record keeping procedures.

Ability to make decisions in response to changing conditions and emergencies.

General ability to gather facts, perform mathematical computations and prepare clear, concise reports.

Ability to efficiently prioritize and complete work within designated timelines.

Ability to establish and maintain effective working relationships with county officials, other employees and the general public.

Ability to communicate effectively both orally and in writing. Ability to maintain written and computerized record systems.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited two-year college or trade school with major course work in secretarial/office administration; basic knowledge of general maintenance and building repair trades and some experience in a responsible administrative capacity.

### **MINIMUM QUALIFICATIONS**

Graduation from senior high school or equivalent by secretarial and bookkeeping course work or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

**Hall County**  
**Equal Employment Opportunity Employer**

**Application for Employment**  
This application is good until the position is filled.

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**Hall County** assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

**FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.**

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time  Part-Time  Regular  Temporary

Have you ever been employed here before?  Yes  No If yes, give date: \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date: \_\_\_\_\_

Applicant's Name (Last, First, Middle Initial): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Available for Work \_\_\_\_\_

How did you learn about the job you have applied for? (Be specific as to the source.) \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference?  Yes

(A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.)

## EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

| Employment Information  | Description of Duties                              |
|---|--|
| Employer/Kind of Business   | Position Title                                     |
| Street Address  | Specific Duties                                    |
| Immediate Supervisor/Title  | Telephone Number                                   |
| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
| Reason for Leaving  |  |
| Employment Information  | Description of Duties                              |
| Employer/Kind of Business   | Position Title                                     |
| Street Address  | Specific Duties                                    |
| Immediate Supervisor/Title  | Telephone Number                                   |
| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
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| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
| Reason for Leaving  |  |

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| Immediate Supervisor/Title  | Telephone Number                                   |
| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
| Reason for Leaving  |  |

**EDUCATION/SKILLS RECORD**

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12

College: 1 2 3 4 5 \_\_\_ Did You Graduate? \_\_\_Yes \_\_\_No

| Post- High School  | Name of School | From | To | Major | Degree Type |
|--------------------|----------------|------|----|-------|-------------|
| College/University |                |      |    |       |             |
| Graduate School    |                |      |    |       |             |

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing                       Word Processing                       Data Entry                       PC/Computer Terminal  
 Calculator/Adding Machine     Dictation Equipment                       Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

**LICENSES AND CERTIFICATES**

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

|                             |  |
|-----------------------------|--|
| Name of Trade or Profession | License Number   |
| Granted by                  | City and/or State  |
| Specialty                   | Licensed                      From:                      To: |

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**APPLICANT'S STATEMENT**

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These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

**Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Hall County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Hall County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.**

**SIGN HERE**

\_\_\_\_\_   
Applicant's Signature (Use Ink)

\_\_\_\_\_   
Date

**NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**