



Effingham County
Board of Commissioners

Posting ID: **2017-0004**
Post Date: **April 12, 2017**

Job Announcement

Office Assistant III / Board of Elections

Full Time
\$11.36

The purpose of this position is to meet the needs of the public by receiving and directing visitors, telephone calls and mail, and performing a variety of secretarial and records maintenance duties.

Minimum Qualifications:

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving clerical work and records retention; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Essential Functions:

Answers telephone and transfers calls, greets visitors and directs them to office or sources of information, responds to complaints, receives mail, composes, types, and files a variety of documents, establishes and maintains departmental files, documents, and records, operates a computer to enter, retrieve, review or modify data, provides assistance to other employees or departments as needed, performs other related duties as required.

Applications will be accepted until all positions are filled. All resumes **must** be submitted with a completed County Application.

Effingham County is an Equal Opportunity Employer and does not discriminate because of political affiliation, race, color, national origin, sex, age, religious creed or physical disability. Pre-employment requirements are background checks on criminal history, driver's license history and drug screen. Resumes must be accompanied by a County Application.

Applications can be obtained at:

Effingham County Board of Commissioners
Human Resources Office
601 North Laurel Street
Springfield, Georgia 31329
www.effinghamcounty.org/Jobs.aspx

EFFINGHAM COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: OFFICE ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to meet the needs of the public by receiving and directing visitors, telephone calls, and mail, and performing a variety of secretarial and records maintenance duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Answers the telephone and transfers calls; takes and delivers accurate phone messages; receives calls for other departments as necessary.

Greets visitors and directs them to offices or to sources of information; responds to complaints.

Receives express and regular mail; sorts and distributes mail; opens mail as requested; processes outgoing mail; logs and distributes deliveries.

Assists people with information needs, including providing written and oral information which may involve the interpretation of policies and procedures; maintains supply of information, brochures, and documentation for the public.

Composes, types and files a variety of documents, such as interoffice memos, monthly reports, technical reports, forms, and tables; types purchase orders, calendars, phone directories, and work orders; proof reads typed copies; compiles tables and summaries for statistical reports and budgets; generates and prints related reports.

Establishes and maintains departmental files, documents, and records; researches record retention and guidelines for retention; receives, identifies, stores, files, shelves, and retrieves records; repairs and replaces files and storage boxes.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Accepts payments for various fees, permits, and services; enters data into the computer; issues receipts; balances receipts against transactions and posts transactions to cash receipt journal

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs minor maintenance on copier and postage machine; calls for repair service as needed; maintains inventories and stocks supply closet and copy room.

Distributes flyers, letters, forms, etc., as needed.

Attends meetings and participates in departmental activities.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving clerical work and records retention; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Effingham County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.