

## Macon-Bibb County

POST DATES: 07/23/2014 to 08/4/2014		EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Administrative Assistant II			
JOB CLASS (GRADE): 16		HOURLY RATE: \$13.99	
WORK WEEK: M – F		WORK HOURS: 8:30 am – 5:30 pm	
DEPARTMENT: Finance			
DEPT. HEAD: Christy Iulucci		(X) REPLACEMENT	( ) NEW REQUIREMENT

**Job Summary:** This position is responsible for providing administrative and secretarial support to the finance department.

### **Duties and Responsibilities:**

1. Answers the telephone, takes messages, and provides information to callers regarding department operations; greets visitors and processes citizen service requests when needed.
2. Establishes and maintains department files; coordinates retention and storage of files; retrieves files as necessary.
3. Screens and refers callers and takes telephone messages for departmental personnel.
4. Types reports, letters, and memoranda in accordance with established policies and procedures.
5. Types a variety of materials including administrative and public reports for reproduction and distribution.
6. Processes and distributes department mail.
7. Prepares worksheets and tables, conducts research for special projects as required.
8. Performs various mathematical computations.
9. Makes arrangements for meetings and conferences. Maintains scheduling for Finance Office conference room.
10. Assists in the preparation of the annual budget of the department.
11. Performs data entry functions and assists in processing citizen fee payments, if applicable
12. Maintains calendars for Finance Director when applicable.
13. Performs duties such as copying, filing, and sending facsimiles.
14. Provides scanning assistance with supporting documentation in to the New World system when required.
15. Prepares and processes requisitions as required; maintains inventory spreadsheet of all supplies ordered, received, etc.
16. Performs other related duties as assigned.

### **Minimum Qualifications**

1. High School Diploma with minimum of 2-3 years relevant experience.
2. Sufficient experience to understand the basic principles relevant to the major duties of the position; usually associated with the completion of an apprenticeship/internship or having had a similar position for a minimum of two years.
3. Knowledge of standard office practices and procedures.
4. Ability to resolve problems in a timely, efficient and effective manner.
5. Proficiency with the use of computers, including Microsoft Office programs.
6. Ability to plan, coordinate and organize work; set priorities and meet critical deadlines.
7. Ability to communicate effectively both orally and in writing.

**Working Conditions**

1. Works in temperature controlled office environment.
2. High activity, multiple deadlines, constant interruptions.
3. High visibility of behavior.
4. Moderate physical activity (lifting, stretching, standing).

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***