

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 07/14/2017 – Until Filled EEOC CODE: CLASS CODE:

CLASSIFICATION TITLE: Administrative Assistant II

JOB CLASS (GRADE): 8

HOURLY RATE: \$14.56

LOCATION: Lake Tobesofkee/Administration

WORK HOURS: 8:00 A.M. – 5:00 P.M.

DEPT. HEAD: Donald Bracewell

WORK WEEK: Mon. – Fri.

REPLACEMENT NEW REQUIREMENT

JOB SUMMARY:

The position is responsible for assisting with administrative and secretarial support to the Department.

DUTIES AND RESPONSIBILITIES:

1. Provides information to the public by phone and in person about park services and takes and relays messages to staff.
2. Assists with taking registrations and accepting fees for park facility rentals, and annual park passes, and boating permits; issues receipts.
3. Assist with preparation of monthly bills for property owners.
4. Maintains a collection of files and follows up on monies due.
5. Assists with bank deposits; and weekly and monthly reports of monies received.
6. Drafts and types correspondence, memoranda, programs and reports from rough drafts or verbal instructions.
7. Purchases office and janitorial supplies.
8. Assists with monitoring and maintains daily reports including revenue from camping, admission, boating, reservations, annual permits, ice, laundry machines, and other revenue sources.
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent GED; preferably technical school graduate in Business Office Procedures.
2. Ability to read, write, and perform mathematical calculations.
3. 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 one to two years.
4. Knowledge of modern office practices.
5. Knowledge of relevant county ordinances and departmental policies and procedures.
6. Knowledge of department programs, activities, and facilities.
7. Skill in maintaining accurate records.
8. Skill in interpersonal relations.
9. Skill in oral and written communication.

WORKING CONDITIONS:

1. Temperature controlled office environment.
2. Moderate physical activity (lifting, stretching, standing)

3. Fast-paced environment with changing priorities.
 4. High activity, multiple deadlines, constant interruptions.
 5. High visibility of behavior.
 6. Minimal travel.
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If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER