

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

**POST DATES: 07/13/2017 – 07/24/2017    EEOC CODE:            CLASS CODE:**

**CLASSIFICATION TITLE: Office Assistant I**

**JOB CLASS (GRADE): 3**

**HOURLY RATE: \$12.14**

**LOCATION: Sheriff's Office/Administration**

**WORK HOURS: 8:00 A.M. – 5:00 P.M.**

**DEPT. HEAD: Sheriff David Davis**

**WORK WEEK: Mon. – Fri.**

**(X) REPLACEMENT    () NEW REQUIREMENT**

**JOB SUMMARY:**

The Office Assistant I is responsible for performing administrative and clerical duties within the departmental and Macon-Bibb County procedures and guidelines.

**QUALIFICATIONS REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Answers the telephone, acts as receptionist, and assists in processing citizen service requests.
- Assists the general public in answering questions and information requests.
- Maintains appointment schedules for departmental personnel, as appropriate.
- Processes or assists in processing departmental biweekly payroll and maintaining related records.
- Answers inquiries requiring interpretation of departmental policies, rules and regulations.
- Keeps records of complaints and departmental services.
- Performs proofing and review of documents.
- Assists in preparing cost estimates of projected quantities and costs for items to be purchased.
- Establishes and maintains complex filings systems.
- Sorts and distributes mail and interdepartmental correspondence.
- Performs data entry functions and assists in processing citizen fee payments, if applicable.
- Screens and refers callers and takes telephone messages for departmental personnel.
- Responds to information requests about departmental programs and activities.
- Prepares correspondence in accordance with established policies and procedures.
- Types a variety of materials including administrative and public records for reproduction and distribution.
- Prepares worksheets and tables, and conducts research for special projects as required.
- Performs various mathematical computations.
- Makes arrangements for meetings and conference, as appropriate.
- Prepares agenda and materials in accordance with established practices.
- Assists in the preparation of the annual budget of the department.
- Compiles specifications and writes requisitions for materials and equipment used by the department or division.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Office Assistant I must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of modern office practices and procedures.
- Knowledge of English grammar and spelling.
- Knowledge of personal computers and basic office programs.
- Knowledge of bookkeeping principles and practices.
- Ability to type up to 35 words per minute.
- Ability to make priority decisions in accordance with established rules, regulations, and departmental policies.
- Ability to establish and monitor the maintenance of complex record keeping systems and to prepare reports from these records.
- Ability to use discretion in handling sensitive materials and other confidential information.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Office Assistant I should possess, at a minimum, a high school diploma or equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must meet the skill level, BASIC, as evaluated by the Macon-Bibb County administrative test.
- Possession of a valid Georgia Motor Vehicle Operator's License.
- Must be fingerprinted, complete a polygraph test and pass a background investigation.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The Office Assistant I is required to travel infrequently.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplications, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee is sometimes required to lift office equipment or files. Employee must be able to bend, stoop, and lift and move objects weighing up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily indoors working in an office with high level of noise, distraction and activity and a high level of conflict and stress.

1. Weapons present
2. Required to work beyond normal hours during emergencies.
3. May be exposed to adverse, hazardous, or unpleasant conditions.

---

*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](http://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**