

# City of Americus, GA



Title: Administrative Assistant I

Class Code: 1003

## JOB DESCRIPTION

---

### General Description:

The purpose of this class within the organization is to provide clerical and administrative support to the assigned division.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Answers telephone inquiries from the public and directs calls to staff or other departments.
- Receives and communicates messages to and from citizens, customers, staff, and other City personnel.
- Copies and collates reports and documents.
- Maintain files for daily operations, purchase requests, facility inventory and general operations of facility.
- Separates mail, both US and interdepartmental, and routes to the intended recipient; prepares packages and envelopes for mailing.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; Requires one year of secretarial or clerical work or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

### Unavoidable Hazards (Work Environment):

None.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

Revised: 6/4/2020 (DJ)  
Page 1 of 2



# City of Americus, GA



Title: Administrative Assistant I

Class Code: 1003

## JOB DESCRIPTION

---

### Special Certifications and Licenses:

None.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

Revised: 6/4/2020 (DJ)  
Page 2 of 2

