



JOB DESCRIPTION

General Description:

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

- Process invoices and purchase orders; maintains account ledgers; handles account payable as assigned.
- Coordinates, prepares, tracks, and pays purchase orders, authorization for payments, and employee reimbursements.
- Handles all incoming phone calls; assesses caller's needs and provides requested information or transfers call to the appropriate staff member to facilitate their needs or provide contact information for services not provided by the City.
- Conducts a variety of keyboard tasks from rough drafts, notes and oral instructions, such as forms, letters, reports, schedules, manuals, booklets, in-house requisitions; generate correspondence and draft replies based on own research and initiative.
- Maintains work area; ensures all information displays and main desk are properly stocked, cleaned, and updated.
- Conducts routine administrative support duties including typing, copying documentation, filing records and forms, entering data into computer system, ordering office supplies, and coordinating schedules and meetings.
- Monitors, maintains and creates reports relating to the assigned division.
- Maintains and oversees office file management and organization.
- Executes special projects and performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in office administration; Requires three months experience in clerical work, office administration or closely related field; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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.



City of Americus, GA



Title: Administrative Assistant II

Class Code: 1005

JOB DESCRIPTION

Physical Demands:

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

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to bright/dim light; dusts and pollen.

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: _____

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