



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ADMINISTRATIVE ASSISTANT
DAWSON COUNTY EMERGENCY SERVICES
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for providing administrative and secretarial support to the Director of Emergency Services and Chief Staff.

ESSENTIAL DUTIES

- Answers the telephone; takes and communicates messages to department personnel, and provides information to callers regarding department operations.
- Greets public and directs them to the proper department and/or individual to answer questions and resolve situations.
- Composes and prepares correspondence, reports, memoranda, forms, schedules and records for the Director of Emergency Services.
- Manages in-house personnel files and training records; provides all original personnel documents to Human Resources Department.
- Assists with business activities of the department.
- Assists with assimilating information and figures for annual departmental budgeting.
- Supervises part-time and temporary office staff, when applicable.
- Disburses funds from petty cash and manages departmental spending accounts, including tracking of budget items, as needed.
- Assists with payroll and time records, as needed.
- Ordering of office supplies and equipment; completes purchase orders.
- Prepare grant packages for reimbursement.
- Coordinates with Public Safety Educator on Awareness Programs.
- Preparation of Monthly Event calendars.
- Performs other related duties and special projects as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Modern office practices and procedures.
- County and department policies and procedures.

- Accounting and bookkeeping procedures.

SKILLED IN:

- Organizing and prioritizing work.
- Performing mathematical calculations.
- Interpersonal relations / dealing with the public.
- Gathering and evaluating data and preparing reports.
- Operating such office equipment as a computer, calculator, facsimile machine, copier and postage meter.
- Typical office computer software; Word, Excel, Outlook, internet browser programs.
- Verbal and written communication.

ABILITY TO:

- Organize and manage multiple priorities.
- Work independently on assigned tasks as well as to accept direction on given assignments.

COMPLEXITY

The work consists of related administrative and secretarial duties. Time constraints, the variety of situations encountered, and contact with the public contribute to the complexity of the work.

CONTACTS

Contacts are typically with co-workers, other county employees, the general public, and employees of other emergency services and public safety agencies.

Contacts are typically to give and exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide administrative and secretarial support to the Director of Emergency Services and Chief Staff. Successful performance helps ensure the efficient and effective operation of the department.

Physical Ability: Must be physically able to operate a variety of machinery and equipment including standard office equipment such as a telephone, computer terminal and printer, facsimile, and copier. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 5 pounds regularly and exert up to 25 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

Environmental Factors: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Administrative Assistant serves under the general direction of the Director of Emergency Services.

MINIMUM QUALIFICATIONS

- Applicant must be at least 18 years of age.
- Possess a high school diploma or GED equivalent plus a minimum of two years' experience in a related field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position.
- Experience working with Public Safety and/or County Government preferred.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____