

VACANT POSITION – PROOF OF EDUCATION REQUIRED WITH APPLICATION
DEPARTMENT: LEISURE SERVICES
APPLY ONLINE, www.spaldingcounty.com, or in the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Part-time Office Assistant (Position #2528)
Salary: \$10.4717 per hour, pay grade 7.
Work Schedule: Part-time position, approximately 25 hours per week.
This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or state-awarded GED; one (1) year previous experience and/or training involving general office work and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a current Georgia Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, this position is responsible for performing various clerical and program operation duties, including answering the telephone, computer use, online registrations, transactions, preparing reports, and assisting the general public. Reports to the Nutrition Program Supervisor and/or Department Head.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines such as a personal computer, typewriter, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Answers telephone; gives information to callers and visitors; greets the public, ascertains nature of business and responds to the needs of the public and their inquiries.

Operates computer and office equipment; utilizes Microsoft Office software and recreation registration and work order software as used by the department.

Assists general public and orients participants to the nutrition program.

Assists in planning program operation; coordinates with program staff and volunteers as needed.

Assists with meal delivery as needed in the absence of Delivery Driver.

Operates county vehicle as required for meetings, to attend training or for meal delivery if needed.

Receives and processes program registrations through online registration system. Collects program fees and generates daily accounting of transactions. Records data as required by program guidelines.

Assists in maintaining physical and digital records of programs, participation and services. Uses spreadsheet software to record information.

Types correspondence, memoranda, program announcements, etc. using computer software programs.

Monitors facility use and enforces county policies. Interprets and explains department policy as necessary.

Supervises nutrition program operations in absence of Nutrition Program Supervisor.

Performs other related duties as required.

April 16, 2018
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