



JOB OPENING

Troup County Government

Position: Administrative Assistant	Department: Human Resources	Salary: \$20.09/Hr
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Under general supervision and instruction this position is responsible for providing administrative support to the Human Resources Department to include front desk customer service, processing employment applications, preparing job postings, new hire orientations, and records management.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Requires sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for at least two years
- ⇒ Experience working in a Human Resources environment and/or local government is preferred
- ⇒ Ability to speak effectively and give presentations before groups is required
- ⇒ Must have a high level of interpersonal skills to handle confidential situations and documentation
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures; knowledge of employment laws
- ⇒ Knowledge of computers and job-related software programs (Microsoft Office Word, Excel, Power Point and Outlook)
- ⇒ Knowledge of customer service principles; skill in providing excellent customer service
- ⇒ Skill in prioritizing multiple projects and organizing work; must be able to multitask and work independently
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in the use of office equipment such as a computer, scanner, fax and copier
- ⇒ Skill in oral and written communication; excellent verbal, written and telephone skills

Essential Duties and Responsibilities:

- ⇒ Answers phone and screens calls; refers caller to the appropriate personnel; greets visitors and provides information and assistance; responds independently when possible
- ⇒ Prepares and posts job announcements; updates job descriptions as needed; distributes job announcements to various websites and agencies; close out job announcements and communicates with agencies and organizations regarding job announcements
- ⇒ Prints all online employment applications and checks them for accuracy; logs applicant information into excel spreadsheet for tracking purposes; forwards applications to the appropriate Department Head
- ⇒ Interprets and explains Human Resources Policies and Procedures to employees and supervisors
- ⇒ Maintains and copies files, records, various reports and other materials; prepares and distributes correspondence as necessary
- ⇒ Assists with Open Records Requests of Personnel Files
- ⇒ Coordinates the onboarding processes for new hires; requests background checks; schedules pre-employment meeting; prepares correspondence; conducts new hire orientations and prepares and distributes new hire packets; enters new hire information into computer
- ⇒ Maintains office supply inventory and orders supplies as needed; obtains purchase orders and processes invoices for payment coordinates the maintenance of office equipment
- ⇒ Assists with the Employee Service Award Program and The Richard English Jr. Strongest Link Award of Excellence Program
- ⇒ Maintains/updates employee personnel files; scans documents into Laserfiche; files hard copies; prepares files for storage and retrieve files from storage; pull former employees personnel files from active
- ⇒ Distributes monthly Drug & Alcohol Newsletter; sends out expired driver's license emails and updates driver's license log
- ⇒ Assists employees with the completion of tax forms, direct deposit forms, etc
- ⇒ Writes and mails receipts for retiree medical insurance payments; prepares and sends letters for delinquent payments; forwards payments to the Finance Department for bank deposit
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 05012026 Administrative Assistant

Grade 12

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace

