



## **JOB DESCRIPTION**

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### **General Description:**

The purpose of this class within the organization is to provide specialized professional 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.**

- 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.
- Prepares correspondence for the Director, supervisor and division managers as required.
- Receives and screens calls and visitors; directs to appropriate entities; answers questions and solves problems.
- Monitors, maintains and creates reports relating to the assigned division.
- Maintains department supply inventory; orders various equipment and supplies as needed.
- Manages accounting functions within the department which may include payroll processing, billing, accounts payable or accounts receivable processing.
- Maintains and oversees office file management and organization.
- Enters a variety of routine, technical, and specialized data into department computer system.
- Performs related work as assigned.

### **Minimum Education and Experience Requirements:**

Requires an Associate's Degree in Business, Office Administration or closely related field; Requires two years' experience in office administration, office management 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.

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# City of Americus, GA



Title: Administrative Assistant III

Class Code: 1006

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### Unavoidable Hazards (Work Environment):

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

### Special Certifications and Licenses:

Based on the assigned division, may require a driver's license valid in the State of Georgia and/or Notary Public designation.

### 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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