

The City of Pine Lake is taking applications for a Part-Time Administrative Assistant.

GENERAL DUTIES AND RESPONSIBILITIES

To provide administrative support to the City Clerk/Administrator providing clerical services including, but not limited to:

- Preparation of Council Chambers for all City Council meetings
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate City operating procedures, benefit rules, employment, and safety policies/practices.
- Assist in coordination of election activities as directed
- . Assist in the taking of meeting minutes as required
- Researches and retrieves information requests from internal requests and open records requests
- Performs all work duties and activities in accordance with City policies and procedures
- Back up for phones as necessary
- Pick up and distribute mail
- Order and maintain office supplies
- Maintain Electronic and Original tracking system for contracts, minutes, ordinances and resolutions
- Maintain various filing systems within the Department
- Any other duties as assigned.

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the City's mission and adversely impact attainment of the City's goals. This position operates independently but reports to the City Clerk/Administrator. Work after hours is occasionally required.

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire City community. Community contact is a critical component of success in developing good will and support of City programs and initiatives.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED

To perform this job successfully; an individual must be able to perform each essential duty satisfactorily. The successful candidate must have the ability to multi-task. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Associate's Degree in Public Administration, or Accounting or a related field is preferred
- (3) to (5) years experience in a professional office

- Or equivalent skill, knowledge and experience
- Georgia Notary Public must be obtained

- Knowledge, Skills and Abilities
- Type minimum of 40 words per minute
- Must be able to operate computer utilizing various programs including Microsoft Office
- Deal tactfully and diplomatically with government officials, politicians and the general public
- Communicate effectively, both orally and in writing
- Maintain effective working relationships with other City employees and supervisory staff

JOB CONDITIONS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee will be:

- Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
- Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 20 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- The noise level in the work environment is usually low

The City of Pine Lake is an equal opportunity employer, participates in E-Verify and is a drug-free workplace.

This is a 20 hour a week position. Qualified applicants are asked to submit a resume to valeriecaldwell@bellsouth.net Position will remain open until filled.