



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

**ADMINISTRATIVE ASSISTANT**  
 DAWSON COUNTY HUMAN RESOURCES & RISK MANAGEMENT  
 Full-Time/Hourly/Non-Exempt

**JOB SUMMARY**

This position is responsible for providing administrative support to the department of Human Resources and Risk Management and may include but not limited to: answering the phone, greeting visitors, internal and external communications, reviewing and processing departmental email and postal mail, creating and distributing marketing material, preparing payroll data reports, managing the employee evaluation program, recording Health Rewards, and overseeing Mandatory Training Sessions.

**ESSENTIAL DUTIES**

- Answers all incoming telephone calls; takes and relays messages and disseminates information to department personnel, provides information to callers regarding department operations, communicates inquires and requests; re-directs where necessary.
- Greets department visitors, ascertains their concerns and assists or re-directs to answer questions and resolve situations.
- Composes and prepares correspondence, reports, memoranda, forms, schedules and records for the Director of Receives, sorts, and forwards incoming mail and interoffice mail.
- Ordering of office supplies and equipment; monitoring and stocking of office supplies.
- Assists in response of Freedom of Information Act/Open Records requests.
- Assists in the maintaining of calendars and scheduling appointments, as needed.
- Assists with invoicing and billing assignments, as needed.
- Responsible for creating bi-weekly data file for payroll upload.
- Responsible for scheduling and overseeing Mandatory Training Sessions for new hires.
- Creating and managing employment advertisements, postings, and distribution including some media posts.
- Receives, reviews, processes and records employee evaluation packets.
- Prepares on-boarding packets for new hires, as needed.
- May assist in the creation of forms and the maintaining of departmental forms and files.
- Assists with business activities and events of the department; including annual health fairs and training events.
- Assists with other clerical duties such as photocopying, filing, scanning, preparation of reports, summaries, and analyses as requested by the Director.
- Performs other related duties as assigned.

## KNOWLEDGE/ SKILLS / ABILITY

### KNOWLEDGE OF:

- Modern office principles and procedures.
- Standard bookkeeping and basic accounting principles.
- County ordinances, codes, policies, and procedures.
- Phone Etiquette
- Writing professional business correspondence

### SKILLED IN:

- Organization; establishing and maintaining records.
- Operating modern office equipment, such as a computer, calculator, and copier.
- Proficiently operating Microsoft Office programs (Word, Excel, Outlook, etc.)
- Preparing various types of materials and prioritizing work load.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with co-workers, management, vendors, and the general public.
- Performing mathematical and accounting calculations.

### ABILITY TO:

- Effectively present material either orally or in a written format.
- Establish and maintain an effective working relationship with fellow county employees, departmentheads, elected officials, county management, vendors, and the general public.

## COMPLEXITY

The work consists of related technical and administrative duties. The volume of duties performed and timeconstraints contribute to the complexity of the work.

## CONTACTS

Contacts are typically co-workers, other county employees, vendors, citizens, etc.

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

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of this position is to provide administrative assistance to the Director of Human Resources and Risk Management and department staff by providing professional communication services, promotional marketing techniques, organization, and data recording. Successful performance contributes to the efficient operation of the department.

**Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

**Environmental Factors:** The work is typically performed in an office setting. The position is fast paced, requiring flexibility in handling a variety of functions simultaneously. There may be instances of cross training for knowledge enhancement and assistance purposes.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Director assigns work in terms of general instruction. Additional workload is determined by the number of work requests received from outside sources. Completed work may be spot-checked for compliance with procedures and the nature and propriety of the final result.

### **MINIMUM QUALIFICATIONS / CERTIFICATIONS**

- Applicant must be 21 years of age or older.
- Applicant must 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.
- Specialized training in the field of work, in addition to basic skills typically associated with an associate degree in a related field are preferred.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Experience working with County Government preferred.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Microsoft Office proficient.
- 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: \_\_\_\_\_