



# ***POSITION VACANCY ANNOUNCEMENT***

**Position:** Administrative Assistant & Deputy Clerk **Closing Date:** 01/24/2018  
**Department:** County Manager **Posting Date:** 01/08/2018  
**Salary Range:** \$14.95-\$16.86/hour **FLSA Status:** Non-Exempt

## **Major Duties:**

This position performs administrative duties in support of the operations of the County Manager's Office. This position prepares, types, and distributes correspondence on behalf of the County Manager. This position reviews and composes county documents for multiple departments, including ordinances, resolutions, proclamations, agenda items, memoranda, letters, minutes, etc. This position updates the county website, answers telephones and greets visitors providing information and assistance.

## **Minimum Qualifications:**

- Associate's degree in Business Management, Public Administration or closely related field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of one year in a similar position.

## **Education/Experience:**

- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of county and departmental policies, procedures and functions.
- Knowledge of the functions and operations of county departments.
- Skill in the provision of customer services.
- Skill in operating dictation equipment.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

Habersham County is an Equal Opportunity Employer.

**To Apply:** All applicants must complete a Habersham County Employment Application. An application can be submitted online or downloaded from our website [www.habershamga.com](http://www.habershamga.com). You may also submit your application to the Human Resources Department, Administration Building (Located on the 1<sup>st</sup> floor in the Old Courthouse), 555 Monroe Street, Clarkesville, GA 30523. For more information please call (706) 839-0214.