



The Peach County Board of Commissioners is now accepting applications for the following vacancy:

Position: Administrative Technician

Department: County Commissioners' Office

Salary/Pay Rate: \$17.59/ hr. (\$27,440.40: Annually)

Status: Part-Time

Schedule: 30 hours per week

Application Deadline: August 8, 2024

To Apply: Applications for employment may be obtained at the Peach County Commissioners' Office or website at www.peachcounty.net/jobs.

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

ESSENTIAL FUNCTIONS:

Reporting directly to the County Administrator.

Answers Department telephones; greets customers and visitors; provides assistance, requested documents and information regarding department services and procedures; refers callers to other staff members as appropriate; and takes messages.

Supports departmental operations by performing various administrative functions including social media marketing, budgeting, procurement, personnel, and financial operations.

Establishes and maintains department databases, automated files and computer records; enters and updates data in databases; researches and retrieves data from information systems; and generates reports, lists and other documents from databases.

Types letters, forms, correspondence, collects, researches and/or compiles information for inclusion in reports, charts, forms and other documents; and creates mailing lists, forms and other resources to support clerical and administrative activities.

Prepares folders; maintains files of department correspondence, program records, legal documents, and other documents; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.

Receives, routes and distributes incoming mail; prepares/sends bulk and certified mail. Sort, files and archives newspaper advertisements.

Receives applications, administrative forms, reservation requests or other documents from customers, applicants, and/or employees; dates and records the receipt of the documents; logs pertinent information; checks records and papers for completion and accuracy; prepares documents for processing; and prepares related correspondence.

Provides administrative support and coordination of various board meetings at the executive management level, which may include the Board of Commissioners; prepares meeting agenda documents; coordinates meeting facilities, equipment and refreshments; prepares and distributes agendas, meeting notices, meeting packets and related documentation.

Indexes and file minutes, resolutions and ordinances; assembles and distributes County Code/Land Development Resolution books and supplements.

Uploads agendas and meeting minutes to County website; researches previous meeting minutes as needed.

Coordinates calendar activities for Board of Commissioners, County Clerk and/or executive management staff; schedules appointments, meetings, conferences, hearings or other activities; regularly updates online calendar and notifies parties involved of changes; distributes calendar of board meetings and other events.

Schedules appointments with department staff; and reserves meeting rooms and/or maintains conference room schedules.

Operates a personal computer, and general office or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED with additional college level course work or vocational training in public relations, business administration or a related field; supplemented by minimum three (3) years of previous clerical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Peach County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.