

Morgan County Commission
Part Time Administrative Assistant
TVA

ESSENTIAL FUNCTIONS: Performs general office management functions as directed by Elected Official/Department Head; Greets visitors; Ascertains nature of business and directs to appropriate person; Performs customer service functions in person and via telephone, providing information and assistance to the general public, employees, officials, or other individuals; Responds to complaints, questions, and requests for assistance, to include researching problems; Prepares various correspondence, forms, reports, and other documents via computer; Receives and distributes incoming mail; Prepares outgoing mail; Prepares and maintains departmental files; Performs data entry functions as required; Provides Elected Official/Department Head with current data by written correspondence, briefings and other material as he/she requires in order to effectively manage the department; Provides routine information as requested from officials, employees, the general public, or others; Maintains inventory of departmental supplies; Initiates orders for new or replacement materials. Performs other related duties as required.

MINIMUM QUALIFICATIONS: H.S. Diploma or GED required; One to three years of experience in general office management, or a related field preferred; Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Grade 34 \$11.00 per hour
This is a part-time position
No Benefits Apply

Download application and instructions at
www.co.morgan.al.us/commission/hr/jobs/job_application.zip
or the Morgan County Commission Office located on the 5th floor of the
Morgan County Courthouse, 302 Lee St NE, Decatur, AL.
Applications accepted until the position is filled.

EEO

F/M/V/D