CITY OF MILLEDGEVILLE	**JOB ANNOUNCEMENT**
POSITION	Administrative Assistant
LOCATION	City Hall – Executive
SCHEDULE	Monday thru Friday – **8:00am – 5:00 pm**
SALARY	**Negotiable dependent upon experience**
JOB ANNOUNCEMENT	**November 29, 2016 – December 15, 2016**

JOB SUMMARY

This position is responsible for providing administrative and secretarial support to the City Manager and executive department personnel. Successful applicant, must be punctual and have great time management skills. This position also serves as front receptionist to the executive offices of City Hall. Applicant must possess thorough knowledge of proper business etiquette, professional attire, exceptional customer service and telephone answering skills.

MAJOR DUTIES:

Duties include maintaining calendar of appointments, make necessary travel arrangements when needed. Composes, types and files general correspondence; answers and transfers phone calls. Types, copies and files various confidential materials. Assist department personnel in the research, analysis, and compilation of data for special reports and projects.

MINIMUM QUALIFICATIONS:

- Ability to read and write and perform mathematical calculations at the level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for one to two years.
- Possession of a valid state of Georgia driver's license.
- Skill in dealing with the public and interpersonal relations.
- Skill in oral and written communication
- Knowledge and skill in operating various office equipment, including a typewriter, facsimile machine, calculator, copier, and personal computer
- Knowledge of modern office practices and procedures
- Knowledge of records retention and maintenance.
- Skillful in organizing and prioritizing workload on a daily basis.

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)