

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: OFFICE ASSISTANT/REFUSE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide routine clerical support and back up to the front office and janitorial supervisors for the Refuse Control Division of the Clayton County Corrections Department. Work involves assisting callers, customers, and/or guests; receiving and processing routine forms and payments; performing data entry, ordering janitorial supplies, and maintaining records for the Forced Clean Project.

ESSENTIAL FUNCTIONS

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. All duties may not be performed in all departments. Other duties may be required and assigned.

Answers Refuse Control phones; provides general information to the public about Refuse Control and the County.

Greets and assists customers and guests.

Receives debris pick up orders from customers; processes customer payments received by mail, walk in, and payments by phone; completes routine forms for debris pick up; files completed documents.

Assists in processing incoming and outgoing mail; distributes work orders and faxes.

Operates computer, photocopier, and fax machine.

Assist in preparing special reports such as daily intake reports and monthly activity reports.

Provides clerical backup support for community service and payroll records.

Orders janitorial supplies for County offices; prepares and maintains records of all janitorial needs and expenses; provides clerical support for janitorial supervisors.

Provides clerical support for department supervisors on the Forced Clean Project; maintains records of properties to be cleaned and properties that have been cleaned.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by five (5) months of clerical and/or customer service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require 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: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.