

OFFICE ASSISTANT - J CHARLEY GRISWELL SR CENTER

JOB TITLE: OFFICE ASSISTANT (PART TIME)

DEPARTMENT: SENIOR SERVICES/ J C GRISWELL

MUST MEET MINIMUM REQUIREMENTS: High school diploma or GED; supplemented by two months of related experience. May be required to work 25 hours per week.

TYPING SPEED: 35 WPM PREFERRED. (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

NATURE OF WORK: The purpose of this classification is to provide routine clerical support to an assigned department and/or program. Work involves assisting callers, customers and/or visitors with general information; receiving and processing routine forms and/or fees; and performing data entry.

SOME OF THE ESSENTIAL JOB DUTIES INCLUDE: Answers department telephones; assists callers with questions regarding general information on department programs, services or procedures; refers callers to other staff members as appropriate and taking messages; scheduling appointments; greets visitors and/or customers; provides general information; and/or refers persons to appropriate staff member; receives forms, applications and/or fees; and logging/recording general information such as date received or dollar amount; forwards and/or files as appropriate; issues receipts; performs data entry, which involves referring to completed documents or forms, rather than research and/or calculating information; receives, dates and distributes incoming mail; prepares outgoing mail; receives, storing and delivering documents, office supplies, records, etc.; updates departmental records; stores records and forwarding boxed records to Archives Center; completes the proper documentation to reflect the transfer of boxes records to and from each department; coordinates pick-up and delivery trips of stored records; pulls all records and boxes requested by each department; operates office equipment such as computer, photocopier and fax machine; keeps maintenance records for copiers, typewriters, elevators, time clocks, etc. Incumbent performs other related duties as required.

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 workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

TO APPLY: Applications may be submitted on-line at our County Website until position is filled.

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.