

**City of Centerville  
Job Description**

**Job Title: Administrative Assistant**  
**FLSA Class: Non-Exempt**  
**Reports to: City Clerk**  
**Date Revised: 06/2014**

**Department: General Government**  
**Pay Scale: General Government**  
**Grade/Step:**

**POSITION SUMMARY:**

The purpose of this position is to perform general administrative and secretarial duties for the Office of the City Clerk, City Attorney, and Mayor.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Establishes and maintains original document files for Administration.
- Receives and distributes incoming departmental mail; posts outgoing mail daily.
- Performs clerical duties such as typing, filing, photocopying, and faxing.
- Schedules meetings and appointments for the Mayor, City Attorney, and City Clerk.
- Answers the Department telephone; screens and directs calls, and relays messages accurately.
- Prepares and maintains current and prior year tax data reports; produces and calculates monthly report for Finance Director on outstanding tax statements.
- Works with the Superior Court Clerk on the addition and removal of FIFA listings.
- Maintains Tax Exemption List for the City of Centerville and submits list to Tax Assessor.
- Maintains Business License List for the City of Centerville, which is distributed to Houston County Tax Assessors, City Attorney (when applicable), and anyone else requesting a copy.
- Assists in the renewal and issuance of business licenses, alcoholic beverage licenses, and building permits; assists with rezoning and variance requests.
- Works with Building Inspector and City Marshall to ensure codes are within guidelines of City's Ordinance Regulation.
- Receives payments, makes change and records payments while maintaining cash drawer.
- Arranges or creates reports using mathematical calculations on data by categorizing, summing, listing, etc.
- Assists in maintaining accurate information in all City employee personnel files.
- Provides reminders to Mayor, Council and Department Heads of all upcoming meetings.
- Assists City Clerk with updating and maintaining web page.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of modern office equipment and its usage.
- Knowledge of software necessary to complete required functions of the position, including databases.
- Strong knowledge of Access
- Proficient in MS Office.
- Ability to multi-task.
- Ability to communicate with the general public effectively both orally and in writing.
- Ability to understand and explain city policies, procedures, rules and regulations.
- Ability to gather and compile data for reports.
- Ability to meet the general public and discuss problems and complaints.
- Ability to type 45wpm.

**MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Administrative Assistant shall possess at least a High school diploma or GED required with two years experience in general office and secretarial work or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. This position requires a strong knowledge of computers.

**SUPERVISORY CONTROLS and/or RESPONSIBILITIES**

The City Clerk assigns work in terms of standardized instructions requiring the use of some judgment. Completed work is reviewed for compliance with department and city policies. The Administrative Assistant does not have any supervisory responsibilities.

**TRAVEL**

The Administrative Assistant may be required to periodically travel to meetings held throughout the state of Georgia. The Administrative Assistant must possess a valid driver's license and must have access to reliable transportation. The Administrative Assistant is sometimes required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

**GUIDELINES**

The Administrative Assistant utilizes regulations and data set forth in accordance with City of Centerville Ordinances, City of Centerville Personnel Policies and Procedures, and other requirements set forth by state and federal government entities.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

The incumbent is required to possess the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. The incumbent is required to possess the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. This requires the ability to speak with and before others with poise, voice control, and confidence using proper grammar.

**MATHEMATICAL SKILLS:**

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The Administrative Assistant must also be able to compute percentage and be able to interpret various graphs.

**COMMUNICATION SKILLS:**

The Administrative Assistant must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information or provide service. Contacts are generally made with city employees and the general public.

**REASONING ABILITY:**

The Administrative Assistant must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, tabular, spreadsheet, or diagram form. The incumbent must also have the ability to address multiple problems involving several variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use a computer, talk, and listen. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical work environment is within an office with noise levels usually being low to moderate.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_