



## CITY OF WHITESBURG JOB VACANCY

**POSITION:** ADMINISTRATIVE ASSISTANT  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** CITY CLERK

### DESCRIPTION

#### Summary of Position:

Under the moderate supervision of the assigned department supervisor, performs intermediate skilled administrative support. This position serves as the City's receptionist, customer service representative, and assistant to the City Clerk. This position is also responsible for billing water customers and receiving water payments, while maintaining the maintenance for water accounts.

#### Benefits Package:

This position is a full-time position and is eligible for standard benefits such as health/life insurance, dental and vision insurance, short-term disability, and Georgia Municipal Employee Benefit System (GMEBS) retirement plan. The City offers paid vacation, sick leave, and twelve paid holidays.

#### Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Serve as assistant to the City Clerk/Human Resources Officer, including: processing new hires, signing employees up for City benefits, and other related duties
- Utility Billing and data entry
- Receptionist/Customer Service
- Issue business licenses, alcoholic beverage license, and permits. (Stay abreast of new laws regarding same)
- Manage Recreation Department Rentals and all aspects associated with same
- Prepare bank deposits and deliver deposits to bank
- Schedule training and accommodations for City staff
- Maintain office supply inventory and order supplies as needed
- Maintain updates to City's website and Facebook page
- Attend training and meetings as necessary
- Qualify candidates for City elections and enter related information into state database

#### Qualifications:

To perform successfully in this position an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required:

- Education: High school diploma or GED, Associate Degree in business preferred, and moderate experience in administrative support and office operations, or equivalent combination of education and experience.
- Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memorandums. Ability to compose simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and other employees.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **Reasoning ability:** Ability to apply common sense understanding to carry out instructions furnished in writing, oral, or diagram form. Ability to deal with problems in a courteous and professional manner.
- **Computer Skills:** Basic computer skills should include the ability use QuickBooks, QS1, Microsoft Word, Excel, Publisher, Power Point, Outlook, and understand file storage and transfer. Ability to create files on the network and retrieve same as needed.
- **Certificates, Licenses and Registrations:** Ability to obtain Notary Public License within six (6) months.

**Other Requirements:**

- Must be eighteen (18) years of age or older
- Ability to pass a pre-employment background investigation, to include but not limited to, a drug screening and an oral interview

**Equal Opportunity:**

The City of Whitesburg is an Equal Opportunity Employer.

**SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m.**

**DEADLINE FOR SUBMITTING APPLICATIONS: Position is open until filled**

**STARTING SALARY: \$15.00 per hour**

Applicants must pass a **drug-screen, and criminal background check** prior to employment.

Applications are available at City Hall and on the City's website at: [www.whitesburg-ga.com](http://www.whitesburg-ga.com): <https://bit.ly/2UOlsgN>

**Send cover letter, resume, three (3) references, and completed application to:**

City of Whitesburg  
Attn: City Clerk's Office  
60 Booster Field Drive  
Whitesburg, GA 30185  
(Email: [sbilbo@whitesburg-ga.com](mailto:sbilbo@whitesburg-ga.com))

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