



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ADMINISTRATIVE ASSISTANT
DAWSON COUNTY MARSHAL'S OFFICE
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for providing administrative support to the Marshal's Office and may include but not limited to: answering the phone, greeting customers, reviewing and processing employee alcohol pouring licenses, processing business alcohol licenses, receiving checks and posting and filing excise taxes, maintenance of code enforcement and animal control files, and reviewing applications for short-term rentals and issuing permits when applicable.

ESSENTIAL DUTIES

- Answers all incoming telephone calls.
- Greets customers and ascertains their concerns.
- Determines, directs, and transfers callers to the appropriate departmental employee.
- Assists in ordering and purchasing office supplies.
- May assist with Freedom of Information Act/Open Records requests.
- Receives, sorts, and forwards incoming mail and interoffice mail.
- Assists in the maintaining of calendars and scheduling appointments as needed.
- Assists with other clerical duties such as photocopying, filing, scanning, preparation of reports, summaries, and analyses as requested by the Director.
- Responsible for short-term rental knowledge, application review and processing of permits.
- Knowledgeable in writing a business letter.
- May assist in the creation of forms and the maintaining of departmental forms and files.
- May assist in the processing of invoices and payments as needed.
- Relays messages and disseminated information to department employees; types correspondences as instructed by the Director.
- Responds to telephone and in-office inquires and complaints related to county ordinances.
- Creates agenda request for new business alcohol licenses for BOC approval.
- Processes business alcohol licenses, and renewals; maintains files.
- Processes new and renewal employee alcohol permits, mails individual permit and maintains files
- Calculates permit fees; collects monies and issues permit receipt.
- Receives checks and posts and files excise taxes.

- Performs other related duties as assigned.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- Modern office principles and procedures.
- Standard bookkeeping and basic accounting principles.
- County ordinances, codes, policies, and procedures.
- Geography of the county, including subdivisions, roads, and street names.
- Phone Etiquette

SKILLED IN:

- Organization; establishing and maintaining records.
- Operating modern office equipment, such as a computer, calculator, and copier.
- Handling high volume of complex work; preparing a variety of material and prioritizing work load.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with co-workers, management, contractors, vendors and the general public.
- Performing mathematical and accounting calculations.

ABILITY TO:

- Effectively present material either orally or in a written format.
- Establish and maintain an effective working relationship with fellow county employees, departmentheads, elected officials, county management, contractors, builders and the general public.

COMPLEXITY

The work consists of related technical and administrative duties. The volume of duties performed and timeconstraints contribute to the complexity of the work.

CONTACTS

- Contacts are typically citizens, co-workers, other county employees, builders, contractors, etc.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide administrative assistance to the County Marshal, issue alcohol pouring permits, review alcohol permit applications, and review short term rental applications. Successful performance contributes to the efficient operation of the department.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The work is typically performed in an office setting. The position is fast paced, requiring flexibility in handling a variety of functions simultaneously. There may be instances of cross training for knowledge advantage and back-up purposes.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Marshal assigns work in terms of general instruction. Additional workload is determined by the number of citizen calls received. Completed work may be spot-checked for compliance with procedures and the nature and propriety of the final result. May be requested to train in aspects of Code Enforcement and Animal Control.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must possess a high school diploma or GED equivalent plus a minimum of two years' experience in a related field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position.
- Specialized training in the field of work, in addition to basic skills typically associated with an associate degree in a related field preferred.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Microsoft Office proficient.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____