

CODE: 0010

GRADE: 8

THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE CLERK

**GENERAL STATEMENT OF JOB**

Under general supervision, performs routine to moderately complex administrative, secretarial, and clerical work in support of effective and efficient department operations. Work may involve answering and taking messages; maintaining open communication with all staff and outside callers; maintaining supplies; filing all information; and providing information and explanation to the public by telephone and at the counter. Employee must provide a professional and courteous assistance to the public. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Reports to the immediate supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Enters pertinent information into computer system.

Creates records and files.

Maintains files and records by documenting records and reports.

Provides information to the public by telephone or at the counter.

Maintains office supplies and files; orders supplies for staff.

Performs clerical duties by typing minutes, correspondence and reports.

Performs responsible administrative and secretarial duties in support of the staff, including but not limited to compiling data for reports, editing and proofreading various documents, scheduling meetings and appointments, making travel and conference arrangements for staff, establishing and maintaining filing systems, maintaining inventory of supplies and equipment, etc.

Answers the telephone; screens callers; provides information as requested or forwards calls to appropriate staff person; takes messages as necessary.

Files information such as invoices, requests, etc.

Types a variety of correspondence, reports, meeting minutes, contracts, legal notices, etc., into form from typed or handwritten copy, assuming responsibility for spelling, punctuation, grammar and format; summarizes data in preparation of standardized reports.

## **ADMINISTRATIVE CLERK**

Receives and/or reviews various records and reports such as billing invoices, transfers for inmates, receipts for the shop, faxes from vendors, personal checks, building related permits, land use compliance forms, septic tank permits, building plans, Georgia Standard Passing examinee roster, bonds, state licensing verification, purchase order requisitions, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports such as contractors registration, list of registered contractors, contractors' telephone list, minutes for meetings, manufactured home information brochure, transfer request, order forms for clothing, daily detail vacation sheet, and various other records, reports, memos, correspondence, etc.

Refers to a variety of information such as International Residential Building Code, nuisance ordinance, architectural drawings, zoning maps, zoning ordinance, tax records, FEMA flood plain maps, policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of office equipment such as computer, copier, fax machine, calculator, printer, typewriter, telephone, etc.

Uses secretarial and clerical supplies, and computer software such as Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, WordPerfect, etc.

Interacts and communicates with various groups and individuals such as immediate supervisor, vendors, counselors, Detail Officers, building contractors, appraisers, engineers, utility companies, other County offices, Building Inspectors, and the general public.

*May performs the following duties.*

Processes building permit applications by assigning permit numbers; schedules the building inspections; files and processes utility clearances by calling utility companies; makes mathematical calculation related to permit fees and square footage; accepts fees; issues receipts for permits; researches permit and code enforcement questions as needed; provides information regarding land development process; serves as secretary to community Improvement Committee; accepts and logs commercial and residential building plans for plan checking; provides flood plain information to the general public; answers questions regarding flood plains.

Prepares all invoices with purchase orders to be paid.

Inspects all incoming and outgoing mail and/or packages at the prison; checks all court slips for accuracy.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma with one to two years of responsible administrative or clerical experience, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

## ADMINISTRATIVE CLERK

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Tasks involve 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 (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, computer manuals, directories, maps, forms, etc. Requires the ability to prepare reports, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.