

JOB DESCRIPTION
Chambers County Commission Office
Part-Time Administrative Assistant

GENERAL PURPOSE

Assist the County Commissioners, County Manager and other staff as assigned, in the daily management and operations of Chambers County Commission.

This is a part-time (20-30 hours per week) position. The County Manager determines the actual work schedule based on the needs of the department.

DUTIES AND RESPONSIBILITIES

- ❖ Provide a professional front office presence by meeting and greeting visitors and assisting them appropriately with a positive attitude and welcoming demeanor
- ❖ Assist in the preparation and submittal of payroll and accounts payable as approved using the accounting and payroll programs in place.
- ❖ Provides secretarial and clerical project management functions that include, but are not limited to:
 - Handling in-coming telephone calls ~ pleasant and professional at all times; record and disseminate telephone messages to appropriate individuals
 - Opening and distributing mail
 - Daily bank run
 - Ordering office supplies
 - Reproduction of records
 - Properly file, and secure public records in compliance with state and federal laws and regulations
- ❖ Maintain confidentiality with sensitive information
- ❖ Must have organizational, excellent verbal and written communications skills
- ❖ Ability to multi-task
- ❖ Be reliable and dependable
- ❖ Follow established office policies and procedures
- ❖ Perform basic office tasks (copying, filing, etc.) and other duties as assigned
- ❖ Provide administrative support in preparing agendas, preparation of Commissioners' packets and assist in distribution

DESIRED SKILLS AND EXPERIENCE

- ❖ High School Diploma
- ❖ 1-3 Years of administrative experience and understanding of basic accounting principles and fundamentals recommended
- ❖ The ability to work independently as well as contribute successfully within a team environment

HOW TO APPLY

Qualified individuals should submit a cover letter, including the requested rate of pay and a resume to Regina.Chambers@chamberscountyal.gov or fax to (334) 864-4306 c/o Ms. Regina Chambers. Please provide a list of references with contact information.