



CITY OF TEMPLE, GEORGIA Job Description

Job Title: Administrative Assistant/Records Clerk
Department: City Hall
Pay Grade: 11 non-exempt.

Major Function and Purpose: The Administrative Assistant/Records Clerk is a full-time FLS non-exempt position. The Administrative Assistant/Records Clerk will perform all duties here described at the discretion of the City Administrator. The purpose of this position is to assist various department members with administrative responsibilities as well as providing front desk back up support. Work includes preparing correspondence, filing, utility billing, assisting customers, updating business information, reviewing reports, and organizing files.

Essential Job Functions

- Performs administrative duties including but not limited to composing, proof-reading correspondence, memoranda, reports, and presentation's.
- Assists with preparation of special projects.
- Assists with duties, such as preparing correspondence, developing form letters, organizing, and maintaining files, and preparing reports.
- Answers phones, assists customers, and issues receipts.
- Utility Billing
- Performs other related duties as required.

(ADA) minimum qualifications or standards required to perform essential job functions.

Physical Demands: The work is performed while sitting, standing, and walking. Work performed will be 100% indoors. The employee must be able to operate a variety of automated office machines which include computer, printer, fax machine, copy machine, telephone, etc. Applicant must be able to use body to work, move, or carry objects or materials. Also, must be able to exert up to 20lbs of force occasionally and/or up to 10lbs frequently.

Minimum Qualifications

Education and Experience: High School Diploma, or equivalent. Should have the ability to edit and write documents and have basic computer knowledge and skills. Experience in progressively responsible positions in local government administration, public contact, data processing, with supervisory experience.

License and Certifications: Valid State Driver's License; First Aid/CPR & AED certification within one year after hire.

Knowledge, Skills, and Abilities

- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and /or directions to co-workers or assistants.
- **Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgements in absence of supervisor; to acquire knowledge of topics related to primary occupation.



- Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.
- Motor Coordination: Requires the ability to coordinate hands and eyes in using the automated office equipment.
- Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The applicant needs to relate to people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.
- Physical Communication: Requires the ability to talk and/or hear.

Mental and Physical Abilities to: Read and comprehend simple instructions; converse with co-workers and the public; use discretion and insight in carrying out City business; to stand, stoop, balance, kneel, crouch, walk, reach, lift, and move up to 20lbs; maintain teamwork, problem solve, and communicate interdepartmentally.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.