

**PROOF OF EDUCATION REQUIRED WITH APPLICATION
VACANT POSITION**

DEPARTMENT: ANIMAL CONTROL

OBTAIN APPLICATION: <http://spaldingcounty.com/careers>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to 119 E. Solomon Street, Human Resources Office**

CLOSING DATE: open until filled

Job Title: Administrative Assistant (Position #1102)
Salary: Pay Grade 6; Hiring Rate \$36,753.60
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8 am- 5pm, M-F, some overtime may be required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required with a minimum of six months to one year of practical clerical experience (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a current valid Georgia driver's license

GENERAL STATEMENT OF JOB: Under general supervision, performs various clerical duties including answering the telephone, typing, and filing, receiving monies and balancing cash drawer. Reports to the Animal Care and Control Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS NOT NECESSARILY PERFORMED BY ALL INCUMBENTS.

Handles telephone calls from citizens regarding various aspects under departmental control; relays requests for Animal Control Officers to pick up deceased, abandoned, or stray animals, via computer generated call sheets and/or radio dispatch.

Prepares and presents weekly and monthly reports detailing departmental activities as required; maintains daily count of animals retrieved by Animal Control Officers and by the public, as well as those adopted, reclaimed and euthanized for City and County animals.

Writes adoption and reclamation papers for animals held at shelter.

Sells dog and cat tags to City residents and prepares related paperwork; files papers accordingly.

Prepares weekly personnel time sheet for the department and submits appropriately to the Human Resources.

Prepares correspondence and purchase orders as necessary; prepares bi-weekly list of animals at shelter for newspaper.

Performs other related duties as required.

July 11, 2024

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