

**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 I (Position #1102)
Salary: Pay Grade 6; Hiring Rate \$36,753.60
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8 am- 5pm, Tuesday – Saturday, 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 and provides routine assistance in support of the general operations for Animal Care and Control. Is responsible for greeting visitors and processing adoption applications, providing public assistance, performing data entry, maintaining lists and records, etc. The workdays for this position are Tuesday – Saturday. Reports to the Animal Care and Control Director.

This position involves direct interaction with animals. Candidates must be comfortable working around both cats and dogs and able to safely handle animals during adoption events, public presentations, or shelter activities. While the primary duties are administrative, staff may be called upon to assist with basic animal care or support shelter operations as needed. A compassionate attitude and willingness to engage with animals are essential to fulfilling the responsibilities of this role.

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.

Answers telephone calls; provides information and assistance; transfers calls to appropriate personnel.

Greets visitors; provides assistance to visitors; refers to appropriate personnel.

Posts out-going mail; sorts and distributes in-coming mail.

Places office memoranda, paperwork, and mail into personnel mailboxes.

Attends training and meetings as required.

Assist volunteers & visitors with paperwork & job duties; this role will be required to observe volunteers and report to the first-line supervisor any infractions, issues and/or concerns involving the duties of a volunteer or visitor.

Operates and utilizes various types of office equipment such as a printer, copier, computer, etc.

Must be able to withstand unpleasant odors and noises. May be exposed to bites, scratches, animal waste, and potentially contagious diseases.

Must be able to tolerate animals; be within proximity of cats and dogs.

Provide high quality customer service; good communication and interpersonal skills are a requirement.

Performs other related duties as required.

Will be required to work overtime as needed.

ad1102B

November 3, 2025