

VACANT POSITION
DEPARTMENT: HUMAN RESOURCES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to Human Resources
CLOSING DATE: Until Position is Filled

Job Title: Administrative Assistant II (Position Number 2205)
Salary: Pay Grade 7; Hiring Salary: 38,584.00
Provisions of the Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 8:00 am – 5:00 pm, M-F

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

MINIMUM TRAINING AND QUALIFICATIONS: High School Diploma or state-awarded GED required with two to three years of personnel administration, secretarial, bookkeeping and/or accounting experience (or related) required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess the ability to skillfully use Microsoft Word, Excel and Outlook software. Must maintain valid Georgia Driver's license.

GENERAL STATEMENT OF JOB: Under limited supervision, this position performs a variety of administrative duties which includes secretarial, personnel, and accounting functions. Duties include typing, operating a computer, filing, coordinating personnel matters, completing reports, and providing effective communication to employees and the general public in resolving various issues, problems, and concerns related to personnel. This position may also assist the general public with questions and inquiries. Reports to the Human Resources Director or his/her designee.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes computer, printer, copy/fax machine, etc. 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 ten to twenty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Performs various administrative and clerical duties such as filing, typing, opening and distributing mail, handling office correspondence, composing routine correspondence and maintaining an efficient and updated filing system for the Department.

Enters, updates and corrects information in payroll, HR, and time & attendance software systems; generates standard and special reports as needed.

Performs necessary billing functions associated with employee insurance, including balancing voucher checks with the monthly group insurance billings; remitting premiums; and working to resolve any problems which may arise with insurance companies.

Posts new or vacant job openings both internally and externally.

Accepts employment applications both electronically and in person and forwards to the appropriate department.

Obtains criminal history information for prospective employees and runs online Motor Vehicle Reports for prospective employees. Schedules pre-employment physicals and drug screens for prospective employees.

Processes new hire applications and ensures all paperwork is completed by new hires. Conducts new hire orientation sessions, explaining employee benefits, personnel policies, and procedures. Processes ID cards for new employees and reissues lost or damaged cards.

Maintains an open line of communication with human resource and benefit professionals regarding insurance, hiring, benefits, etc.

Performs written and oral employment verifications of employees when requested and maintains records supporting these requests.

Attends meetings and training workshops when requested by supervisor.

Generates various reports as requested by departments for personnel information relating to terminations, service time, etc.

Serves as liaison between employees, broker and insurance companies in resolving questions, concerns, and problems.

Responds to employee inquiries and complaints by resolving various types of problems or referring the employee to appropriate personnel.

Performs receptionist duties for the department by greeting/assisting employees and citizens.

Prepares and submits monthly Employer contribution for the County Manager's retirement account.

Maintains the I-9 system and uses the E-Verify system to confirm employment eligibility for new employees within three (3) days of hire.

Prepares employee service award certificates.

Works with information technology support vendor to update employee computer login credentials and e-mail accounts.

Performs other related duties as required.

08/17/2026

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