



CITY OF MOULTRIE

JOB ANNOUNCEMENT

Position: Executive Assistant

Department: Public Works

Starting Salary: \$37,000

Date: July 10, 2024

General Nature of Work:

Responsible for Public Works' customer service duties including receiving requests from the public and other departments, assigning them to the appropriate supervisor, and inputting them into a work order system. Performs administrator duties within the work order system. Works closely with departmental supervisors to help gather data and resolve issues. Conducts research and data collection for various Public Works activities, assembles into digital format, and performs analysis as needed. Assists with departmental budget preparation. Prepares payroll and check requests. Responsible for general clerical and secretarial duties. Maintains a filing system for documents. Maintains employee records. Cross-trains with other departmental staff. Must have an exemplary attendance record. Must maintain a high level of confidentiality of departmental issues and documentation. Performs other duties as assigned.

Training and Experience:

Must be able to communicate effectively, both orally and in writing, and deal effectively and courteously with the public and coworkers. Must be able to work independently. Must possess excellent organizational skills in planning, organizing, and controlling departmental resources. Must possess strong English and Math skills. Must be computer literate and have extensive experience with Microsoft Word and Excel. Must be a high school graduate or equivalent with additional business school or secretarial school training with the ability to type at least 45 words per minute, or an equivalent combination of education, training, and experience, which provides the knowledge, skills, and ability to perform the duties of the position. Must possess a valid driver's license.

If you feel qualified for the above position, you must report to the Human Resources Office to indicate your interest. The position will remain open until filled.