Senior Administrative Assistant (Business and

# Court)

**LEESBURG, GEORGIA**

**CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: SENIOR ADMINISTRATIVE ASSISTANT (BUSINESS AND COURT)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform secretarial/administrative work associated with providing support and processing information/documentation relating to Departments and City Manager. Reports to the City Manager.

## ESSENTIAL FUNCTIONS

**The following tasks and duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

* Represent office in a professional capacity; assume confidentiality in all matters. Requires frequent effective interaction with the public, both on the telephone and in person.
* Enter citations daily within departmental records and transmit to Department of Driver Services • Run add on reports for MDS and Mag systems and complete forms
* Process payments, make deposits and post to General Ledger.
* Develop new Business licenses and maintain and audit current accounts
* Maintain Business account information in an orderly, efficient manner in order to support actual renewals and other activities.
* Print and mail license renewals
* Enter renewal information into database, generate billing and mail. Review renewal billing prior to mailing to ensure a high degree of accuracy.
* Print Business licenses and mail to customer.
* Prepare and review delinquency notices prior to mailing
* After final due dates prepare a report of delinquencies for Attorney.
* Attend and keep accurate recording records of all court proceedings.
* Maintains court records and prepare reports
* Issues subpoenas and warrants when needed
* Prepare court docket and maintain court files
* Process pleas entered in court for changes as may be necessary in court docket.
* Prepare officers court case list
* Prepare failure to comply/appear notice after court
* Prepare dispositions and submit in a timely manner
* Maintain bond information within database and files
* Maintain probation payments
* Prepare monthly reports related to court
* Mail GCIC items as needed
* Coordinate community service work with probation officer,Answer multiline phone system and manage cashier’s window
* Performs other duties as needed, assigned or required.

Provides administrative support for the assigned department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures.

Performs office management functions; coordinates daily activities of assigned department; monitors status of projects/workflow and troubleshoots problem situations; works to independently resolve problems and initiates appropriate action/response.

Provides secretarial/administrative support for City Manager and/or staff of assigned department; relieves management staff of routine administrative tasks; screens telephone calls, mail, and other communications and initiates appropriate action/response; types, composes, edits, or proofreads various documentation.

Serves as liaison between the assigned department and other departments, staff members, City officials, the public, business representatives, outside agencies, or other individuals or organizations; conveys information among department personnel.

Maintains calendar of activities; schedules and confirms appointments, meetings, interviews, conferences, or other activities; updates calendar on a regular basis and notifies parties involved of changes.

Coordinates arrangements for various meetings, which may include preparing agendas and meeting packets, coordinating room setup/refreshments, attending meetings, recording/transcribing meeting minutes, distributing documentation, maintaining records, or other tasks as necessary.

Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Performs customer service functions in person, by telephone, and by mail; provides information/assistance regarding department services, procedures, fees, or other issues; responds to routine questions or complaints; researches problems/complaints, initiates problem resolution, and performs follow-up to ensure necessary action is taken.

Processes payroll documentation; reviews employee timesheets for accuracy, researches discrepancies, and forwards for approval. May also enter payroll data into computer for payment; maintain attendance records and confidential employee files; distribute payroll checks.

Receives payments for various fees/services; records transactions, posts payments, and issues receipts; prepares revenues for deposit and forwards as appropriate.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections.

Types, prepares, and/or completes various forms, reports, correspondence, lists, logs, schedules, notices, agreements, statements, work orders, budget information, agendas, meeting minutes, warrants, inventory records, training records, or other documents.

Receives various forms, reports, correspondence, logs, lists, time sheets, incident reports, warrants, pawn sheets, payments, invoices, training records, applications, computer guides, maps, plats, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Maintains file system of various files/records for the department; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Maintains current lists, directories, operating manuals, policies, procedures, maps, organizational charts, and other reference materials.

Conducts research of department files, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Monitors inventory of department supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.

Operates a personal computer, general office equipment, two-way radio, fuel system, digital camera, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with City Manager, employees, other departments, City officials, law enforcement personnel, public safety personnel, attorneys, government agencies, vendors, developers, appraisers, surveyors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

CITY CLERK FUNCTIONS: Assist the City Manager as custodian of the records, minutes, Codes of Ordinances, contracts, and other official documentation of the Leesburg City Council: attends Council meetings; records, transcribes, and prepares official. minutes of Council meetings, public meetings, or other meetings; publishes/posts notices of public meetings, special-called meetings, and personnel meetings as required by law; serves as contact person for addressing the City Council; resolves miscommunication issues before addressing the Council: receives/responds to open records requests, as required by law, and collects fees for same; assures that proper legal requirements are met and maintained.

Provides information and assistance related to City services, meetings, projects, records, procedures, or other issues: directs callers/visitors to other persons/departments as appropriate; serves as liaison in conveying information between City department heads and the public; responds to questions/complaints; researches problems/complaints, initiates problem' resolution, or refers complaints to other personnel as appropriate.

Assignment to Police Department may involve the following additional duties:

Organizes case files and assembles case folders; makes copies of case files for district attorney’s office; maintains records of pending, inactive, and closed cases.

Proofreads incident reports for accuracy and enters into computer; posts active incident reports to convey incident information to shift personnel; downloads case photographs as part of incident records and provides to officers.

Maintains current documentation for department; maintains current sex offender registry for public information; maintains copies of domestic violence reports for use by domestic violence task force; maintains current pawn records and vehicle records for cross-reference use by investigators; maintains current lists of officers and employees; maintains current jail handbook, inmate handbook, and inmate forms.

Assignment to Public Works Department and Water – Wastewater Department may involve the following additional duties:

Provides direction, training, guidance and assistance to community services workers; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Processes accounts receivable and customer account documentation; prepares and processes customer account applications, notices, invoices, or other documents.

Prepares and distributes work orders; dispatches service calls and assists field personnel via two-way radio.

Organizes and maintains fuel systems; issues gas keys to City employees; maintains gas usage data and prepares fuel reports.

Solicits donations and support from local businesses.

## ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, processing incoming/outgoing mail, or conducting errands.

Performs general housekeeping tasks associated with maintaining work area.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by three (3) years previous experience and/or training that includes office administration, administrative/secretarial work, basic bookkeeping, customer service, data entry, personal computer operations, and experience in department/area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Operation of Georgia Criminal Information Center (GCIC) computer system requires possession and maintenance of valid GCIC Terminal Operator certification. Operation of a motor vehicle requires possession and maintenance of a valid Georgia driver’s license.

## PERFORMANCE APTITUDES

**Data Utilization**: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction**: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning**: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

*Leesburgy, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*