



JOB VACANCY

ADMINISTRATIVE ASSISTANT – FIRE DEPARTMENT

The Gilmer County Board of Commissioners has an immediate opening for a Full-Time Administrative Assistant supporting the Fire Rescue Department.

The purpose of this position is to provide more complex administrative support of the Fire Rescue Department.

- Coordinate administrative functions of multiple work units within the assigned department.
- Work involves performing a variety of administrative functions, performing bookkeeping functions, processing departmental documentation/information, typing/preparing documents, answering telephone calls, providing customer service, and maintaining files/records.
- Coordinating meetings and providing administrative support for boards/committees, researching and compiling data.
- Serves as liaison between the assigned department, other departments, staff members, County officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information.
- Keeps management informed of significant matters, messages, documentation, or other information.

High School Diploma or GED; three (3) to five (5) years of office administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must exhibit excellent computer skills including MS Excel, Word, and Outlook. Must possess integrity and maintain confidentiality of departmental documentation and issues. Must have extreme attention to detail. Must be able to learn, comprehend, and apply all County and/or departmental policies, practices, and procedures necessary to function effectively in this position.

The rate of pay for this position is \$15.00 hr. Gilmer County offers a generous benefits package including; medical, dental, vision, life, 457b with employer match and paid sick/vacation time.

Employment application can be obtained at the Gilmer County Board of Commissioner's Office located at 1 Broad Street, Suite 106 or downloaded at <http://www.gilmercounty-ga.gov/>. Resumes will only be accepted as a supplement to the completed employment application.

Applications can be dropped off at the Commissioner's Office Monday through Friday from 8:30 am to 4:30 pm. OR emailed to krambo-bray@gilmercounty-ga.gov

Gilmer County 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.