

Morgan County Commission
Administrative Assistant
Environmental Services

ESSENTIAL FUNCTIONS: Composes, prepares, and generates routine correspondence, forms, reports and other documents via computer; Greets visitors to the environmental services office; Receives, opens and distributes incoming mail; prepares outgoing mail; Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary; Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals; Prepares various reports using Microsoft Excel; Uses knowledge of Microsoft Office to operate a computer in an effective and efficient manner; Performs other administrative duties as directed.

MINIMUM QUALIFICATIONS: A high school diploma or GED is required. Specialized work in general office practices, strong grammar and typing skills, and two years of responsible related experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Grade A02 (\$17.52)

Full Time W/Benefits

Note: The Morgan County Commission healthcare plan requires a spousal carve-out. This plan provision excludes or restricts spouses from being eligible for the County's group health plan when they are eligible for or enrolled in their own employer's health plan.

Apply at <https://morgancounty-al.gov/departments-services/human-resources/>

Or at the Morgan County Commission Office located on the

5th Floor in the Morgan County Courthouse,

302 Lee St NE, Decatur, AL

Applications accepted 4/10/2025 through 4/16/2025

EEO

F/M/V/D