

MORGAN COUNTY COMMISSION
ADMINISTRATIVE ASSISTANT
COMMISSION OFFICE

ESSENTIAL FUNCTIONS: Composes, prepares, and generates routine correspondence, forms, memoranda, reports and other documents via computer; Receives various documentation; reviews, processes, responds, forwards, maintains, and or takes other action as appropriate; Accept and record payments received in the Commission Office; Maintains confidentiality and professional integrity in involvement with departmental issues; Prepares departmental files; maintains file system of departmental records; coordinates document destruction as needed; Copies and distributes correspondence, memoranda, reports and other related materials; 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; Maintain copier and keep stocked; Performs administrative duties as directed by the Chairman, Chief Administrative Officer or Deputy Chief Administrative Officer; Uses knowledge of Microsoft Office to operate a computer in an effective and efficient manner.

MINIMUM QUALIFICATIONS: Possess a high school diploma or GED with one to three years of experience in secretarial, general office work or a related field preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Grade A03 (\$19.01/hour)

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 the Morgan County Commission Office located on the
5th Floor in the Morgan County Courthouse,
302 Lee St NE, Decatur, AL.

Applications accepted 1/7/25 through 1/13/25.

EEO

F/M/V/D