

NOTICE TO THE PUBLIC
JOB POSTING
UTILITIES ADMINISTRATIVE ASSISTANT

Posted: 3/29/2017
End Date: UNTIL FILLED

The City of Monroe is now accepting applications for the position of Utilities Administrative Assistant. This position is responsible for support of electric, natural gas, water, sewer, CATV, and Internet departments.

Qualified applicants must have:

- High school diploma or general education degree (GED); or equivalent combination of related training and experience.

Duties include, but are not limited to:

- Compiling annual reports to various governmental agencies.
- Assisting all utility department heads with administrative tasks.
- Assisting developers and builders with new construction projects, including accepting fees, following up reviews with engineers, and scheduling and participating in meetings with developers and utility department heads.
- Handling calls for various utility inspections.
- Corresponding and working with Walton County Environmental Health and restaurants regarding grease trap ordinance and inspections.
- Maintaining databases, mapping, and other files pertaining to all utilities.
- General secretarial duties such as typing correspondence, answering telephone calls and creating work orders.

To perform this position successfully applicant needs:

- Knowledge of city policies and procedures related to the performance of duties listed above.
- Knowledge of utility design in subdivisions.
- Ability to read and understand blueprints.
- Ability to use several software programs, including word processing, databases, and spreadsheets.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$28,903.00 to \$43,354.00. Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Quick Links/Employment Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Please note that some forms require a notary signature. Completed applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655, no later than the end date of this posting.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.