

NOTICE TO THE PUBLIC

JOB POSTING

Code Department Administrative Assistant

Posted: 3/08/2021

End Date: 3/31/2021

The City of Monroe is now accepting applications for the position of Code Department Administrative Assistant. The purpose of this job is to review permit applications and determine permit and applicant eligibility, responsible for issuing permits, issuing business licenses, collecting and receipting monies, preparing bank deposits, coordinating inspections, maintaining files and ledgers, preparing monthly reports for variety of departments and performing additional tasks as assigned. Position includes customer service responsibilities.

Qualified applicants must:

- Have a high school diploma or general education degree (GED) required; or equivalent combination of related training and experience.
- Have a GSWCC Level 1A Certification; or acquire certification within 12 months of hire date. Has possession of or the ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated
- Have an ICC Permit Technician Certification; or acquire certification within 12 months of hire date. Has possession of or the ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must type with accuracy in a setting with many interruptions.
- Must be able to operate a personal computer and display intermediate to advanced skill when using various software packages.
- Must have broad knowledge of general office skills and equipment as evidenced by a combination of course work and increasingly responsible secretarial experience in a comparable environment.
- Must be able to read maps and plats.
- Knowledge of accounting and bookkeeping, relevant federal, state, and local laws, and various City of Monroe tax and licensing ordinances and financial transaction processing policies.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Ability to deal with multiple responsibilities and to meet deadlines.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$29,770.00 to \$37,213.00. Actual starting salary within this range is dependent upon applicant's qualifications. **Direct Deposit is a requirement.** 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 Government/Job 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. Completed job 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.

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.
