



POSITION:	Executive Administrative Assistant
DEPARTMENT:	Administrative
JOB TYPE:	Full-time
SALARY:	\$45,000 - \$70,000
POSTED:	11/23/2022
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of Executive Administrative Assistant. This position is responsible for providing executive-level administrative support to ensure efficient operation of overall administrative duties by acting as a liaison with other departments and staff, outside agencies, and the general public. Starting salary is dependent upon applicant's qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications:

- Bachelor's degree in a closely related field or related to administrative type duties; and a minimum of three (3) years of experience in admin type duties; or equivalent combination of education and experience

Skills & Abilities:

- Knowledge of City of Monroe operations, policies, & procedures as it relates to performance duties
- Knowledge of basic bookkeeping, accounting practices, budgetary preparation, & admin procedures
- Typing, reporting, proofreading, editing, organizing, & other general office-level admin procedures
- Accuracy, timeliness, scheduling, & multitasking
- Public relations and interpersonal communication
- Ability to communicate with coworkers and citizens
- Ability to maintain Public Notary designation

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov



*Applications are also available at and may be returned to City Hall, 215 N Broad St, 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.