

LEE COUNTY COMMISSION

**Chairman**  
 Bill English, *Probate Judge*  
 Mailing Address:  
 P. O. Box 666  
 Opelika, AL 36803-0666  
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**Members**  
 Doug Cannon, District 1  
 Ross Morris, District 2  
 Gary D. Long, District 3  
 Tony Langley, District 4  
 John Andrew Harris, District 5

**JOB ANNOUNCEMENT**

<b>Job Title:</b> Administrative Assistant	<b>Hours of Availability:</b> Monday-Friday; 7am-3:30pm
<b>Closing Date:</b> February 6, 2023	<b>Position Announcement:</b> SW23-01-23
<b>Work Location:</b> Lee County, AL	
<b>Division/Department:</b> Solid Waste	
<b>Reports to:</b> Solid Waste Director	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Pay Range:</b> \$40,887.89 - \$47,021.07

**JOB SUMMARY:** This position provides administrative and clerical support for department operations.

- ESSENTIAL JOB FUNCTIONS:**
- Greets visitors and answers telephone; provides information and assistance; refers to appropriate personnel.
  - Prioritizes complaints and dispatches personnel.
  - Prepares memoranda, correspondence, lists, letters, reports, statements, specifications, contracts, requisitions, and other related materials.
  - Copies, packages, and distributes a variety of materials.
  - Researches, Gathers, assembles, updates, distributes, and files a variety of information, forms records and data
  - Attends meetings, conferences, workshops, and training sessions.
  - Processes department invoices
  - Maintains office supply inventory.
  - Responds to citizens' questions, comments, complaints, and concerns in a courteous, timely, and professional manner.
  - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
  - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
  - Maintains solid waste, animal control, recycling, and litter control records.
  - Maintains records of court ordered community service workers hours of performance.
  - Collects funds and Issues receipts for animal claim voucher and cat traps.
  - Files completed animal control complaint records.
  - Uses telephone, email, or radio to communicate with co-workers, and supervisors.
  - Receives and answers complaints and calls involving a variety of situations regarding Solid Waste, Recycle, Animal Control, and Litter Control. Dispatches calls to field personnel when appropriate.
  - Provides necessary bookkeeping/accounts payable/accounts receivable for Animal Control, Solid Waste and Recycle Departments.
  - Notarizes documents.
  - Performs other related duties as assigned.

- KNOWLEDGE, SKILLS, AND ABILITIES:**
- Knowledge of county and department policies and procedures.
  - Knowledge of modern office practices and procedures.
  - Knowledge of computers and other modern office equipment.
  - Skill in operating such office equipment as a computer, calculator, copier, and facsimile machine.
  - Skill in the use of job related software programs.
  - Skill in public and interpersonal relations.
  - Skill in supervising, training, and coordinating the work of others.

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies

**QUALIFICATIONS:**

- High School diploma/GED and one (1) year of related experience, or equivalent.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9<sup>th</sup> Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to [humanresources@leeco.us](mailto:humanresources@leeco.us) by the closing date.

Previous applicants should reapply. For more information visit: [www.leeco.us](http://www.leeco.us).

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).*