



THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR PART-TIME ADMINISTRATIVE ASSISTANT TO CODE ENFORCEMENT. APPLICATIONS CAN BE OBTAINED ONLINE AT GEORGETOWNKY.GOV. EMAIL APPLICATION TO MEGAN.MILLER@GEORGETOWNKY.GOV OR USE DROP BOX AT CITY HALL – 100 NORTH COURT STREET. APPLICATIONS WILL BE ACCEPTED UNTIL MAY 14, 2021.

PART-TIME ADMINISTRATIVE ASSISTANT TO CODE ENFORCEMENT

EQUAL OPPORTUNITY EMPLOYER--DRUG FREE WORKPLACE

GENERAL DUTIES AND RESPONSIBILITIES:

Serves as administrative assistant for Code Enforcement division, within the Fire Department. Types correspondence from rough draft; may personally compose routine replies. Ensures written materials are grammatically correct. Transcribes reports and other materials. Reviews and collects information from various sources; compiles and prepares reports. May maintain appointment calendar for supervisor. May serve as receptionist for department, directing visitors or callers to appropriate office or person, answering telephone inquiries, giving general information in response to public inquiries, etc. Assists in compiling and recording required records. Requisitions supplies for division or program as needed. Maintains budget by verifying, entering and creating purchase orders. Maintains accounting records. May perform special projects as assigned by the Chief. May perform other duties as assigned by supervisors.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Graduation from high school or equivalent (G.E.D.) supplemented by two years related work experience (secretarial or computer field) and/or specialized training.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Knowledge of practices, procedures, systems, ordinances and policies of the Code Enforcement division. Knowledge of business English, spelling, arithmetic, punctuation, grammar, and filing. Knowledge of standard office equipment. Knowledge of City government and applicable federal, state and local laws and ordinances. Basic knowledge necessary for maintaining a budget.

Skills: Skill in the use of computer and other standard office equipment.

Abilities: Ability to gather information and to prepare and maintain clear and concise reports. Ability to review forms, reports and other types of documents insuring accuracy and completeness. Ability to type accurately. Ability to establish and maintain effective working relationship with other City officers, employees and the general public.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license required.