

# Administrative Assistant

## Sanitation

The Personnel Board of Houston County is developing an employment register for the Administrative Assistant position for the Houston County Sanitation Department. A completed application must be submitted online at [www.houstoncountyal.gov/jobs](http://www.houstoncountyal.gov/jobs) by 4:30 pm on the closing date.

### Summary

Responsible for assisting the Refuse Collection & Disposal Supervisor with the daily operations of the Sanitation department. Coordinates with the contracted billing company in order to maintain an accurate and efficient billing process and database of sanitation customers. Collects sanitation revenue and coordinates with the accounting department to ensure revenue is deposited accurately. Generates and maintains various reports and records. Informs the public of changes in regulations, procedures, and schedules. Generates work orders based on the needs of sanitation customers. Assists the public with questions and problems. Performs a wide variety of clerical duties including answering a multi-line phone system, providing information to callers, and routing calls to the appropriate person. Composes, prepares, and keeps a record of routine correspondence and generates statistical reports.

### Qualifications

High School diploma or GED equivalency plus three years of clerical experience.

### Closing Date:

August 8, 2024

### Salary:

\$17.87 (Grade 17)

The Houston County Personnel Board  
is an Equal Opportunity Employer M/F/H