

City of Covington
CAREER OPPORTUNITIES POSTING

JOB TITLE: Administrative Asst. Utility Department
FLSA: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required.

To Apply – Fill out application at HR Department 100 West Washington Ave Covington, TN. 2nd floor Applications may also be found at covingtontn.com. Must submit application by February 1st, 2019 12:00 noon.

GENERAL SUMMARY:

Performs routine and complex clerical, secretarial, data processing, and administrative work in, customer service, accounting, computerized inventory, and other public utilities services.

EXAMPLE OF ESSENTIAL DUTIES: Types correspondence in accordance with standard polices such as operator qualifications program, operating and maintaining procedures, public awareness program also typing minutes, reports, drafts, and other materials.

- Maintains and assists with a basic filing system.
- Answers telephone, directs calls to appropriate individual, and/or handles calls independently.
- Greets visitors, and provides information and customer service.
- Supports accounting, budgetary functions, keeps computerized inventory, and purchasing functions to include stocking supply area.
- Physically deliver correspondence to City Hall and Public Works buildings as well as pick up interoffice and other mail.
- Prepares and monitors work orders for the gas, sewer and water departments

MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:

Considerable knowledge in personal computers and data processing and accounting; Knowledge of business English and Math: Knowledge of modern office practice

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, data processing, public relations or any equivalent combination of education and experience which demonstrates the capability to perform essential functions and responsibilities.

Public Relations and computer literacy a must.

Must possess a valid Tennessee driver's license, or have the ability to obtain one prior to employment. es, procedures and equipment;

NECESSARY KNOWLEDGE SKILLS AND ABILITIES: English and Math; verbal and written communication skills, ability to deal successfully with the public, ability to work independently, knowledge of modern office practices, procedures, and equipment, able to use independent judgment, have sound decision making and problem solving skills. Skill in operating listed tools and equipment. Ability to type accurately and with reasonable speed; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, and the public; ability to understand and follow oral and written instructions; ability to express ideas clearly, concisely, and objectively; ability to be neat and organized in work and appearance; ability to understand and carry out written and oral instructions.

Skill in operating listed tools and equipment; Ability to type; communicate effectively verbally and in writing; Ability to understand and follow oral and written instructions: Ability to express ideas clearly, concisely, and objectively: Ability to be neat and organized in work and appearance: Ability to establish and maintain effective working relationships with employees, supervisors, and the public.

SALARY:

- Full-time Monday – Friday 40 hrs. wk
- Grade 6 Starting pay \$11.85 will be based on experience
- One position

Test Required: Drug Screen and Physical

WORKING CONDITIONS AND PHYSICAL EFFORT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. **WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.