



Pike County Commission Employment Opportunity

Position: Part-Time Administrative Assistant I

Description: Administrative Assistant I's perform a variety of routine administrative and support services of limited complexity within a department. Employees in this job class maintain department communications by answering phones and emails, maintain department calendars and schedules, and create department correspondence for internal and external customer. Administrative Assistant I's provide clerical support to the department by processing mail, attending, and taking notes at meetings, gathering documentation, and filing and securing records and documentation. Work is performed in an office setting. Administrative Assistant I's report to a higher-level office staff member and do not have any direct reports.

Qualifications:

None.

Applications can be picked up and dropped off at the Pike County Commission Office by February 1, 2024, at 4:00 P.M.

Pike County Commission Office

901 S Franklin Drive, Troy, AL 36081

334-566-6374

