

# LEE COUNTY COMMISSION

**Chairman**  
Bill English, *Probate Judge*  
Mailing Address:  
P. O. Box 2412  
Opelika, AL 36803-2412  
(334) 737-3660 phone  
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**Members**  
Doug Cannon, District 1  
Ross Morris, District 2  
Jeff Drury, District 3  
Tony Langley, District 4  
Richard LaGrand, District 5

## JOB ANNOUNCEMENT

<b>Job Title:</b> Administrative Assistant	<b>Hours of Availability:</b> Monday - Thursday; 6am-4:30pm
<b>Closing Date:</b> Until filled	<b>Position Announcement:</b> ES04-12-2024
<b>Work Location:</b> Lee County, AL	
<b>Division/Department:</b> Highway	
<b>Reports to:</b> Highway Administrator	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Pay Range:</b> \$43,790.93 - \$50,359.57

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

### ESSENTIAL JOB FUNCTIONS:

- Greets visitors and answers telephone; provides information and assistance. ; schedules inspections.
- Prepares memoranda and correspondence; prepares lists, tables, reports, and other documents in final form.
- Gathers, assembles, updates, distributes, and files information.
- Attends meetings, workshops, and training sessions.
- Orders and distributes supplies and maintains office supply inventory.
- Responds to citizens' questions and comments in a courteous and timely 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.
- Assists Highway Administrator with projects and duties as assigned.
- Coordinates and maintains Highway Department uniform processes.
- Assists employees by setting up training attendance in training classes, conferences, and travel arrangements.
- Assists Foreman and office personnel with placing orders for products and materials necessary for County Rights-Of-Way maintenance and materials.
- Assists Highway Administrator and/or Foreman with procurement.
- Performs other related duties as assigned.
- Assists with preparation of safety meetings and maintains monthly Building Safety Inspections.
- Assists with the annual maintenance bid program and other bid processes 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.
- Possession of a valid State driver's license.

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).*