



# WALTON COUNTY BOARD OF COMMISSIONERS

## Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655  
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: kfraser@co.walton.ga.us  
Monday - Friday 8:00 a.m. - 5:00 p.m.

## JOB OPPORTUNITY

### Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

**POSITION TITLE:** Office Assistant – TEMPORARY/Seasonal  
FY 12-21

**DEPARTMENT:** Board of Equalization

**SALARY:** \$12.61 per hour – NO BENEFITS

**HOURS:** 28-30 hours weekly on a  
seasonal basis

**JOB SUMMARY:** Performs a variety of administrative tasks of moderate complexity with accurate data entry skills and word processing ability required. Knowledge of customer service practices to include exceptional telephone etiquette to deal effectively with the general public and county staff. Ability to maintain accurate files and records to support the operations of the Board of Equalization. Must be proficient in Word, Excel and other computer applications as required. Must be available to attend 40 hours training in March.

**QUALIFICATIONS:** High school diploma or GED equivalent, with a minimum of two (2) years experience performing general office and clerical tasks; any equivalent combination of education training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must have the ability to maintain confidentiality to sensitive information. Flexible schedule is required for this position especially during seasonal hours. Seasonal hours are June thru December, possibly into January.

**DEADLINE FOR APPLICATIONS:** 5:00 PM- February 6, 2012

**REPLY TO:** Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

**POSTED: 01/23/2012**