

**CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT**

POSITION OPENING: 17-13 **Post Dates:** 10/05/16 – 10/19/16

Title: Administrative Secretary (Logistics Technician)

Salary Range: \$14.71/Hr. - \$23.75/Hr.

Location: Perry Police Department

Term of Appointment: Part-time

Probationary Period: 6 months

GENERAL NATURE OF WORK:

The individual filling this position will be responsible for the day to day management of material and equipment. This includes but is not limited to the disbursement and issue of uniforms and equipment to department personnel, acquisition of equipment and uniforms through approved vendors, ensuring operational maintenance of vehicle fleet, maintenance of records, and the performance of some administrative duties and any other duties as appointed. Work requires use of independent judgment, initiative, and discretion based on knowledge of procedures.

Preference will be given to applicants with experience performing the tasks listed below.

EXAMPLES OF TASKS:

- Coordinating and scheduling training.
- Issuing uniforms and equipment.
- Assisting with state certification.
- Ordering equipment as needed.
- Performing administrative tasks associated with the division.
- Providing video evidence to the District Attorney's and the Solicitor's Office.
- Provide information to the public about department activities, programs, responsibilities and services.
- Takes and relay messages to staff and other organizations as appropriate.
- Process invoices, requisitions, public vouchers, budget data and financial information as assigned.
- Prepares correspondence, memorandums, programs and reports for review or distribution as directed.
- Coordinating with 3rd party vendors in specific market areas for assigned task.
- Track deliveries and shipments of equipment.
- Creating shipping labels.
- Maintains and monitors department equipment.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to read, speak and write English language in business protocol.
- Graduation from high school or GED from certified appropriate organization. Related technical or business containing education preferred.
- Ability to interact effectively with general public, customers, staff and management.
- Familiar with Microsoft Word, PowerPoint and Excel at least the beginner level, intermediate level preferred.
- One year experience in appropriate, related field preferred.
- Good organizational skills.
- Self-motivated.

WORK ENVIRONMENT:

- Primary standard office with possible activities in field. Normal business hours unless otherwise assigned.

This position requires pre-employment and post-accident drug testing.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A
CERTIFIED DRUG FREE WORKPLACE**