

Administrative Assistant I:

Lamar County Animal Control is seeking a detail-oriented and organized individual to join our Animal Services team as an Administrative Assistant I. This role is essential in ensuring the efficiency and effectiveness of our office operations.

Key Responsibilities:

- Perform general clerical duties, including answering phones, managing correspondence, and data entry.
- Provide excellent customer service and assist visitors with adoption counseling and animal-related inquiries.
- Create and manage the department's filing system and oversee shelter software.
- Organize and schedule meetings, maintain calendars, and assist with logistics.
- Conduct financial transactions and assist in preparing the fiscal budget.
- Maintain records of animal intake, disposition, adoption, euthanasia, spay/neuter, and controlled substances.
- Build relationships with charities, non-profits, humane societies, animal shelters, and veterinary services.

Qualifications:

- High School diploma or GED.
- Preferred: Administrative Assistance Certification, clerical experience, veterinarian tech experience, and/or experience in shelter/animal services operations.
- Preferred: One year of experience in office management, administration, or assisting.
- Valid Georgia driver's license.
- Notary license within six months of employment, if not already licensed.

Work Environment:

- Work involves sitting, standing, stooping, walking, bending, and lifting light and heavy objects.
- Environments include offices, stockrooms, animal shelters, and outdoors, with exposure to various hazards.

Why Join Us?

- Contribute to the effectiveness of animal care and management operations.
- Work in a supportive and dynamic team environment.
- Opportunities for professional growth and development.

Lamar County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.

Apply Today!

- **Applicants must have a valid Georgia Driver's License.**
- **Final Candidates will be required to successfully pass pre-employment and/or post-offer test, as may be allowed by state and/or federal law.**
- **Resumes and applications may be turned into the Lamar County Board of Commissioners, HR/Payroll Director, 790 Veterans Parkway, Barnesville, Georgia 30204.**
- **Application is available online at lamarcountyga.com.**
- **Legal Notes: Lamar County is a Drug Free Workplace and Equal Opportunity Employer. We reserve the right to reject any and all applications.**