

BOARD OF COMMISSIONERS

LIBERTY COUNTY

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DISTRICT 5
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COUNTY ADMINISTRATOR

JOB ANNOUNCEMENT

EXECUTIVE ASSISTANT **Administration Department**

The Liberty County Board of Commissioners is currently accepting applications for the full-time position of **Executive Assistant** in the Administration Department. This position is responsible for providing administrative and clerical support to the County Administrator and the Board of Commissioners.

Major duties of the position include managing calendars, scheduling meetings and events, coordinating Commissioner training, monitoring membership on appointed boards and committees, preparing and posting legal notices, assisting in tracking special projects, maintaining file systems, and providing general secretarial support to the County Administrator. Performs other related duties as assigned.

All applicants must possess an Associate's Degree and have more than two years of related experience. The successful candidate will possess strong customer service and communication skills. Must be able to demonstrate a strong background in letter composition and grammar along with the ability to work with various media platforms. Applicants must be proficient in Microsoft Word and Excel, and be able to engage with the public, staff and other officials in a professional manner. Must have knowledge of modern office procedures.

This is a full-time position at pay grade 17A (\$21.95/hour). Liberty County government offers competitive salaries and a generous benefits package to full-time, permanent employees, which includes: 401(a) retirement plan with employer match, 12 paid holidays, paid vacation and sick leave, low-cost health insurance, life insurance, flexible spending account, and wellness program.

Employment applications may be obtained online at www.libertycountyga.com under Quick Links: Employment or at the Human Resources office in the Courthouse Annex, 112 North Main St., Room 2213, Hinesville, Georgia. Completed and signed applications must be returned to that office by **5:00 P.M., September 30, 2020** via fax, mail or in-person.

Selected applicants will be notified. Liberty County BOC is an equal opportunity employer.

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