

**Crisp County Board of Commissioners  
Recreation Department**

July 26, 2022

**JOB ANNOUNCEMENT**

**Title: Administrative Assistant (Part-Time)**

Job Summary: This position is responsible for performing general secretarial, bookkeeping, and administrative duties.

Duties include – Answer multi line phone and answer inquiries about programs & services, run the front counter accepting registration and payment for various programs. Applicant will be trained to enter participant information into online recreation software. Typing, filing and use of general office equipment is preferred. Also responsible for general bookkeeping, accounting of funds, daily z-outs and deposits.

Minimum Qualifications:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent,
- Proficient with Microsoft Word, Excel, Windows, etc.
- High School graduate
- Valid Georgia Driver's License

**Deadline for application is: Open until filled**

**Applications may be picked up and returned to The Crisp County Recreation Department office, 1205 North 5<sup>th</sup> Street Ext., Cordele, Georgia 31015**

**ALL INFORMATION SUBMITTED MAY BE SUBJECT TO REVIEW UNDER THE  
GEORGIA OPEN RECORDS ACT**

**CRISP COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE  
WORKPLACE**