

Columbus Consolidated Government

Administrative Support Specialist II - G113 Civic Center

SALARY	\$15.91 Hourly	LOCATION	Columbus, GA
JOB TYPE	Full-Time Regular	JOB NUMBER	2025-00000184
DEPARTMENT	Civic Center	DIVISION	Civic Center Operations
OPENING DATE	04/29/2025	CLOSING DATE	Continuous

Major Duties and Responsibilities

This position performs administrative and clerical duties in support of the Superior Court.

- Maintains Civic Center Director’s calendar; schedules appointments.
- Maintains the Civic Center Calendar of Events; makes changes to calendar regarding cancellations and additions.
- Maintains calendars for South Commons.
- Answers telephones and takes messages; answers questions; routes calls.
- Composes letters, legal documents, and contracts.
- Delivers mail to the post office; completes assigned errands.
- Prepares and maintains event files for Civic Center employees.
- Orders office supplies.
- Maintains and contract files.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of modern office practices and procedures.
- Knowledge of the operation of modern office equipment and computers.
- Knowledge of Lotus Notes software.
- Skill in problem-solving and decision-making.
- Skill in operating standard office equipment including computers and financial management software programs.
- Skill in oral and written communication.

Minimum Educational and Training Requirements

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Physical Requirements

The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects and uses tools or equipment requiring a high degree of dexterity.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Climbing – ascending, descending ladders, stairs, ramps, requires body agility.
- Crawling – moving about on hands, knees, or hands, feet.
- Crouching – bending body forward by bending leg, spine.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.

- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.

The work is typically performed in an office.

Benefits

The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:

- Low-cost Medical Insurance
- Prescription Drug Plan
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

Take advantage of these free and discounted City Services offered to all City Employees.

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

Retirement Plan

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work

in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten years, and the current pension contribution rate is 8% of your gross salary.

Supplemental Retirement Plan

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

706-225-4059

Website

<http://www.columbusga.gov/HR>