

## Columbus Consolidated Government

# Administrative Support Specialist II - G113 E911

<b>SALARY</b>	\$15.91 Hourly	<b>LOCATION</b>	Columbus, GA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	2025-00000001
<b>DEPARTMENT</b>	Police Department	<b>DIVISION</b>	E-911
<b>OPENING DATE</b>	01/02/2025	<b>CLOSING DATE</b>	Continuous

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### Major Duties and Responsibilities

- Enters hours worked by department or division staff; maintains and updates sick leave, overtime hours, and vacation and holiday time.
- Types letters, memos, charts, labels, and reports.
- Enters and retrieves information using a computer.
- Answers emergency and non-emergency calls from the public; takes messages, screens calls, transfers calls, and provides information; receives citizen complaints.
- Greets visitors and customers; directs them to the appropriate area or assists them with information.
- Picks up, sorts, stamps and distributes mail.
- Files and retrieves documents.
- Photocopies reports, charts, memos, and other documents.
- Orders office supplies.
- Receives business license, inspections, and code reports daily;
- Receives, prepares, and distributes permits.
- Logs, distributes, and tracks subpoenas from various courts and attorneys.
- Enters data on all in-service and outside training registrations, firearms range reservations, test scores, completed certifications, and other pertinent training information.
- Performs other related duties as assigned.

## Knowledge, Skills and Abilities

- Knowledge of department policies and procedures.
- Knowledge of record keeping, report preparation, filing, and records management techniques.
- Knowledge of correct English usage including spelling, grammar, punctuation, and vocabulary.
- Knowledge of work-related computer applications.
- Knowledge of basic mathematics.
- Skill in the operation of standard office equipment.
- Skill in the operation of computers and various 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, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- 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.
- 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.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word
- Talking 2 – shouting to be heard above ambient noise.

- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 4 - operate motor vehicles/heavy equipment.
- Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed in an office, library, or computer room where the employee may be exposed to noise.

## 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.

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### **Agency**

Columbus Consolidated Government

### **Address**

City Hall  
1111 1st Avenue  
Columbus, Georgia, 31901

### **Phone**

706-225-4059

### **Website**

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