



GEORGIA PUBLIC DEFENDER COUNCIL

Job Title: Administrative Support I
Job Code: GSS080
Grade: C

Salary Minimum: \$24,876.10
Salary Midpoint: \$30,594.84
Salary Maximum: \$36,313.58

Job Description:

Performs a variety of clerical support functions/processes for the Circuit Public Defender Office. This is the entry/training level of the Clerical job series.

Job Responsibilities and Performance Standards:

- May receive, screen and direct telephone and/or radio communications, and greet or assist internal or external clients.
- Opens, sorts and routes incoming mail, answer correspondence, and prepares outgoing mail.
- Operates office equipment and maintains supplies for assigned areas.
- Proofreads or verifies existing documents, reports, mathematical figures, budget numbers, or copy to ensure accuracy.
- Provides clerical support within assigned functional areas, such as processing transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program.
- Provides general clerical support to the Circuit Public Defender office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining record-keeping and filing systems, etc.

Sample Technical Competencies:

- Computer skills
- Ability to maintain routine clerical records
- Ability to maintain and update filing, inventory and mailing system
- Ability to perform basic bookkeeping and banking transactions
- Ability to prepare all related reports

Entry Qualifications:

High school diploma or GED AND ability to perform basic office functions and computer related duties.

Career Development Levels:

Administrative Support II
Administrative Support III