

The Sumter County Commission is accepting applications for the following position:

### **Sumter County Commission Office Secretary(Full Time – Regular Status)**

**We are seeking a highly organized and efficient Office Secretary to provide comprehensive administrative and clerical support. The candidate will be reliable and proactive with excellent communication skills.**

#### **Qualifications:**

**Education/Experience:** Must possess a High School Diploma or equivalent.

Proven experience in secretarial setting. Proven experience in general office support with operating office equipment such as copiers, scanners, and fax machines.

Previous experience Office Operations/Management, Computer Systems, Data Entry, Clerical Roles, Financial Software Systems, and Other related tools.

Must be able to obtain a Bond.

**Skills/Requirements:** Excellent communication and interpersonal skills with the ability to effectively communicate with colleagues, vendors, and the community both verbally and in writing. Greeting and assisting visitors in a professional and courteous manner.

A professional demeanor and appearance is mandatory. Ability to answer and screen calls, take messages, and provide information. The ability to maintain confidentiality and handle sensitive information with discretion.

Strong problem-solving skills with the ability to work independently and as part of a team

Exceptional organizational skills, with time and office management. The ability to prioritize tasks, organize and maintain filing systems.

Proficiency in Microsoft Office Suite (Word, Excel, Power Point) and other relevant software.

Interested people should obtain an application from the Sumter County Commission Annex Building. Contact Tikesha Brown or Essie Poellnitz at 104 Hospital Drive Livingston, AL 35470  
Phone: 205-652-2731

**THE SUMTER COUNTY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER**