

# HUMAN RESOURCES

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**MARK R. JOHNSON**  
*Mayor*

## CITY OF COVINGTON

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### Part Time Administrative Assistant – Public Works

**Position #:** 445  
**Work Location:** Public Works  
**Reports to:** Director/Asst. Director/Office Manager  
**Rate of Pay:** \$14.00 - \$16.00 per hour  
**Part Time, Non-Exempt Position**

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#### City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and customers.

#### General Job Description:

Under the supervision of the Office Manager, performs clerical work for all departments within the Public Works department. This is a responsible position that involves answering the telephone, dispatching information and instructions to personnel, filing, and purchasing. Organizational skills and accuracy are very important. Must be able to communicate with the public, other departments, and the administration of the city and personnel of the Public Works department. Must have good computer skills. Must assist in solving problems at the office, in the field, and dealing with employees as well as interacting with the public.

#### Essential Functions:

- Performs duties as receptionist and dispatcher
- Performs clerical work regarding purchasing, scheduling, work orders, filing, testing and acts as a liaison to other departments and the public
- Initiates requisitions after pricing materials and supplies, and obtains approval from the Director
- Payroll responsibility for all regular and overtime hours for all Public Works employees and obtains final approval from the Director to submit
- Organizes day-to-day operations in conjunction with the Director and/or Assistant Director and communicates such to the employees
- Serves as a liaison to the citizens in a public relations atmosphere
- Checks for accuracy and maintains copies of all sewer and water determinations

**Job Qualifications:**

- Must have the minimum of a high school diploma. College graduate preferred.
- Must have a minimum of two years office experience
- Payroll Processing and Accounts Payable experience preferred
- Must have strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees, management, and the public
- Must be highly organized
- Must have good computer skills and knowledge of the latest software in this business
- Must possess a valid Louisiana driver's license

**Physical Demands:**

- Ability to sit at desk for at least two (2) hours at a time
- Ability to watch computer screen at least two (2) hours at a time
- Ability to operate a computer and calculator
- Ability to communicate over the telephone
- Ability to lift, hold and carry approximately 10 lbs.
- Ability to reach overhead, forward and downward
- Ability to step up and down steps
- Ability to communicate verbally

**This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.**

**To apply for this position, please complete an application of employment referencing Position #445 and email it to [eleggio@covla.com](mailto:eleggio@covla.com). Applications can be found on our website at [www.covla.com](http://www.covla.com) under the Human Resources/Employment section.**

**This position will remain open until February 5, 2024.**