



# Ringgold Municipal Court

Catoosa County, Georgia

150 Tennessee Street  
Post Office Box 579  
Ringgold, Georgia 30736

Office 706-935-3061  
Fax 706-965-7446

**Job Title:** Administrative Assistant for Ringgold City Hall

**Job Type:** Full-Time

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## Position Overview

The City of Ringgold is seeking a reliable, organized, and customer-focused Administrative Assistant to support daily operations across multiple departments. This role is ideal for a self-starter who thrives in a fast-paced environment and can efficiently manage multiple responsibilities while delivering excellent service to the public.

Once fully trained and established in the role, the Administrative Assistant will serve as a central point of contact for both the public and internal city operations, managing a wide range of responsibilities essential to the daily function of the City of Ringgold. This includes answering phones and assisting citizens both in person and over the phone, supporting daily Municipal Court operations with regular interaction with defendants, attorneys, and law enforcement, and overseeing utility-related services such as water, sewer, trash, and recycling for residents in Ringgold. The role also involves handling billing inquiries, various utility requests, and service issues, as well as coordinating venue rentals from scheduling to completion while maintaining accurate calendars. In addition, the Administrative Assistant plays a key role in supporting city-hosted events such as Haunted Depot and 1890 Days, contributing to their planning and execution. Daily collaboration with all city departments is required to manage supply orders, purchase requests, customer needs, and work orders, making this position vital to the seamless delivery of city services. The position also includes making daily trips to the post office and as needed trips to the sheriff's office or other locations as requested. The ideal candidate must maintain a high level of professionalism at all times and take pride in both their attitude and personal appearance, as they represent the City in all interactions.

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## Qualifications and Requirements

- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Knowledge of Ringgold and Catoosa County area preferred
- Ability to multitask and thrive in a fast-paced environment
- Dependable, punctual, and self-motivated
- Professional demeanor with pride in attitude and personal appearance

- Proficiency in general office equipment and software such as Microsoft Office 365 and Excel spreadsheets

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## **Work Schedule**

- Regular hours: Monday through Friday, 8:00 AM – 5:00 PM
- *Must be available to occasionally work after hours for city council meetings, court sessions, and other city-sponsored events*

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## **How to Apply**

Interested candidates should submit a City of Ringgold job application and/or resume to [courtclerk@cityofringgoldga.gov](mailto:courtclerk@cityofringgoldga.gov).

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This position plays a vital role in supporting city operations and ensuring a positive experience for the community. If you are organized, service-driven, and ready to contribute, we encourage you to apply.