**The Pettis County Road and Bridge Department is currently taking full-time applications for the position of “Administrative Assistant”.**

Applications are on the Pettis County website at [www.pettiscomo.com](http://www.pettiscomo.com) under the job opportunities tab. **COMPLETED APPLICATION CAN BE RETURNED TO 415 S OHIO AVE, SUITE 212 SEDALIA, MO 65301 OR EMAIL TO** [**KRINGLEM@PETTISCOMO.COM**](mailto:KRINGLEM@PETTISCOMO.COM) **BY THURSDAY, NOVEMBER 7, 2024**

**Job Description:** The Administrative Assistant is responsible for managing overall administrative and front office activities, including the reception area, mail, large purchasing requests, and facilities. This position also coordinates office services and related activities.

**Work Hours:** Monday – Friday from 8am-5pm **Hourly Rate:** $16 - $18 Hourly

**Reports to:** The Pettis County Commission under the direction of the Road & Bridge Superintendent. **Directs:** This is a non-supervisory position

**Other:** Has regular contact with department employees, employees in other county departments, elected officials, organization and agencies outside of county government including state and federal government, volunteer organizations, the media, and the general public.

**A qualified individual is one who:**

1. Must have strong interpersonal and customer service skills
2. Has strong verbal and written communications skills
3. Uses good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
4. Has proficiency in operating computers, software programs, to create documents and other materials, maintain information, and generate reports.
5. Can understand, interpret, and implement verbal and written instructions.
6. Is familiar using social media platforms Media (preferred but not required)
7. Must be able to meet reasonable deadlines and perform duties with accuracy and attention to detail

**Responsibilities**

* Manages the reception area to ensure effective telephone, mail and e-mail communications both internally and with the public
* Responsible for handling reports, sending them to the appropriate superintendent, and following up on their status.
* Receive permits for review and approval from the County Commission
* Is responsible for overall administrative activities
* Must be comfortable using office equipment, including copier, fax machine, etc.
* Must be capable of utilizing computer softwares, such as, Microsoft Office, InCode 10, Executime, and G.I.S. Mapping.
* Assists in the preparation of presentations and trainings utilizing PowerPoint, Word, Excel and the necessary applications
* Helps in the preparation of reports, invoice processing, expense reporting and/or weekly time entry
* Participates as needed in special department projects
* Perform other duties as assigned

**Pettis County offers a full comprehensive benefits package that includes:**

* Paid Vacation time
* Paid Sick time
* Retirements Package
* Dental
* Health
* Vision
* Life Insurance
* Paid Holidays

This position description shall not rule out reasonable requests made by County of Pettis Supervisory personnel. Pettis County is committed to avoiding any unfair treatment or discrimination in employment policies and practices as related to race, religion, national origin, ancestry, sex or age. Pettis County is an equal opportunity employer.

Notice: “AT WILL EMPLOYMENT STATUS” All employees are employed “at will” and may be terminated at any time by the County. An employee may also terminate his or her employment with the County at any time.