

*Pettis County
Road and Bridge
Department*



Main Office
2208 West Main St
Sedalia, MO 65301
Office: 660-826-7187
Fax: 660-827-8688

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

APPLICATIONS MUST BE RETURNED TO THE PETTIS COUNTY HUMAN RESOURCES OFFICE LOCATED AT 415 S OHIO AVE, SUITE 212 SEDALIA, MO 65301 OR EMAIL TO KRINGLEM@PETTISCOMO.COM.

Job Description: The Administrative Assistant is responsible for 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.

Organizational Relationship:

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. Skilled in Social Media (preferred but not required)
7. Must be able to meet reasonable deadlines and perform duties with accuracy and attention to detail

*Pettis County
Road and Bridge
Department*



Main Office
2208 West Main St
Sedalia, MO 65301
Office: 660-826-7187
Fax: 660-827-8688

Responsibilities

- Oversee 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

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.