



COUNTY OF PETTIS

415 South Ohio Avenue, Suite 212, Sedalia, Missouri 65301
www.pettiscomo.com

Mark Edwards

Western Commissioner
660-826-5000 ext. 407

Bill Taylor

Presiding Commissioner
660-826-5000 ext. 405

Israel Baeza

Eastern Commissioner
660-826-5000 ext. 406

The County of Pettis is currently taking full-time applications for the position of "Executive Assistant to the County Commission".

APPLICATIONS MUST BE RETURNED TO THE HUMAN RESOURCE OFFICE AT THE PETTIS COUNTY COURTHOUSE BY FRIDAY MAY 2, 2025.

Position Summary:

The Executive Assistant to the Pettis County Commission provides high-level administrative support to the three-member County Commission. This role is responsible for managing day-to-day operations, correspondence, minutes of the meetings, posting meeting agendas, maintain communication with key staff, and ensuring efficient workflow within the Commission Office. The position requires a high degree of professionalism, discretion, attention to detail, and the ability to manage multiple priorities in a dynamic environment.

A qualified individual is one who:

1. Has strong verbal and written communications skills.
2. 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.
3. Has proficiency in operating computers, software programs, such as Microsoft Office to create documents and other materials, maintain information, and generate reports.
4. Can understand, interpret, and implement verbal and written instructions.
5. Skilled in Social Media and Photography (preferred but not required).
6. Familiarity with county government ordinances and Missouri State statutes.
7. Must be able to meet reasonable deadlines and perform duties with accuracy and attention to detail.



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Key Responsibilities:

- Serve as the primary point of contact between the County Commission and constituents, county departments, legal counsel, state officials, and the general public.
- Manage the Commissioners' calendars, schedule appointments, meetings, and public engagements.
- Prepare, organize, and distribute meeting agendas, minutes, and supporting documents for Commission meetings.
- Conduct basic legal research or review of state and county laws related to Commission business.
- Assist in drafting and editing correspondence, press releases, contracts, ordinances, and other official documents.
- Maintain accurate and legally compliant records of Commission actions per Missouri Sunshine Law.
- Monitor incoming communications (phone, email, mail) and ensure timely responses or referrals.
- Provide logistical and administrative support for Commission-led initiatives and community events.
- Support budgeting and purchasing activities as directed by the Commission.
- Serve as a liaison with legal counsel or county departments on ordinance and document preparation.
- Maintain a professional presence in the office and at public events, reflecting the values of Pettis County government.

Qualifications:**Required:**

- High school diploma or equivalent; Associate's degree or higher preferred
- Minimum 2 years of administrative or executive-level support experience
- Strong written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Excellent organizational and time-management skills
- Ability to maintain confidentiality and handle sensitive information appropriately

Preferred:

- Experience in public administration, legal services, or government office setting
- Familiarity with Missouri county government, ordinances, and state statutes
- Understanding of legal language and procedures relating to public administration
- Notary Public or willingness to obtain



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Working Conditions:

- Primarily office-based at the Pettis County Courthouse
- Standard working hours with occasional evening or weekend events or meetings
- May occasionally require local travel for meetings or trainings

Salary & Benefits:

- Competitive hourly rate: \$17-\$20, based on qualifications and experience
- Full benefits package including health insurance, retirement, paid holidays, and vacation leave (per County policy)

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.