

Taney County Commission is now accepting applications for the following Job. The deadline is April 8th at 5:00 p.m.

Résumé's may be emailed to commission@co.taney.mo.us or dropped off at the commission office, 132 David Street, Forsyth, MO.

Taney County Commission Administrative Assistant

SUMMARY

Provide administrative support to the County Commissioners. Duties include general clerical, receptionist and project based work. Project a friendly and professional image through in-person and phone interaction.

PRIMARY RESPONSIBILITIES

1. Answer telephones.
2. Meet and greet all visitors
3. Create and modify documents using Microsoft Office.
4. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
5. Maintain hard copy and electronic filing system.
6. Sign for and distribute packages.
7. Research, price, and purchase office related expenses.
8. Coordinate and maintain records for staff office space, phones, company credit cards and office keys.
9. Setup and coordinate meetings, conferences and accommodations.
10. Maintain and distribute schedules.
11. Support commissioners in assigned project based work.
12. Other duties as assigned.
13. Prepare legal documents.
14. Assist in legal research.
15. Retrieve back up information for PO's if required.
16. Issue Purchase Orders.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.