



# JOB POSTING

ASSISTANT

TANEY COUNTY COMMISSION

**Applications will be accepted until the position is filled.**

## **JOB SUMMARY:**

Assistant to the Commissioner's Office.

## **RESPONSIBILITIES AND DUTIES**

- Must maintain a high level of confidentiality
- Responsible for answering the telephone in the Commission's Office  
(take & record accurate messages & forward messages to the Commissioners or employees within the Commission's Office)
- Responsible for organizing and writing the "weekly agenda", making changes as necessary
- Responsible for emailing the weekly agenda to the contact list each time there is a change to the agenda
- Responsible for posting the weekly agenda on the bulletin board across from the Commission Hearing Room
- Responsible for preparing and receiving all mail in the Commissioner's Office  
(screen mail and callers, respond to and route inquiries to appropriate personnel as necessary)
- Responsible for updating the "Boards Book", a binder containing information of all the boards that Taney County currently has  
(includes bylaws, members, contact list, minutes, etc. for each county appointed board)
- Responsible for updating Ordinance and Proclamations Books
- Assists with special projects as needed, including that from other departments or offices
- Meet with County Commission on a weekly basis to discuss upcoming Commission business
- Responsible for processing University of Missouri Extension Monthly Reimbursement Requests
- Responsible for processing Taney County Regional Sewer District Monthly Reimbursements and SRF Bond Payments
- Act as a backup for other Commission Staff
- Responsible for other duties as assigned

## **REQUIREMENTS**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Reasonable accommodations may be made to enable individuals with disabilities to perform the duties required
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before customers or employees
- Ability to use basic Office equipment such as computer, fax machine, copy machine, printer, telephone, calculator, etc.
- Must be able to pass a background check and drug test
- Strong keyboard skills
- High School Diploma or GED
- Must demonstrate an ability to work with others in the department and with employees in all departments
- Must be a self-starter with good organizational skills

**STATUS:** Full Time, Monday- Friday 8-5

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).**

**Applications can be obtained at [www.taneycounty.org](http://www.taneycounty.org).**

**For information, please call (417) 546-7285.**