



# JOB POSTING

*ADMINISTRATIVE ASSISTANT  
TANEY COUNTY COMMISSION*

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

## **JOB SUMMARY:**

Administrative Assistant to the Commissioner's Office.

## **RESPONSIBILITIES AND DUTIES**

- Must maintain a high level of confidentiality
- Prepare correspondence (letters for contracts, agreements, press releases, personnel policy etc.)
- Administer county purchasing cards, fuel cards and cell phones
- Process and balance payroll for departments under Commission
- Liaison between Commission, departments as well as entities
- Serve as backup to Purchasing Department

## **REQUIREMENTS**

- 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 and time management skills

**SALARY:** Negotiable

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

**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.**

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