



JOB OPPORTUNITY #: 160-1170
ADMINISTRATIVE COORDINATOR
INFORMATION TECHNOLOGY

Responsibilities: Provides administrative support for the department; answers phones and responds to inquiries as appropriate; provides customer assistance; schedules meetings and appointments; prepares correspondence and reports; prepares minutes; maintains files. Performs accounting duties related to department budget; processes payroll, purchase orders, payment requisitions and timecards; balances budget statements; processes budget revisions, amendments, and journal entries; approves pay requisitions; processes cell phone bills and collects reimbursements; tracks fuel card usage. Purchases supplies and services; maintains inventory records; prepares and routes work orders; follows up to ensure timely completion of work; maintains annual bids; assists in preparation of bids and bids from vendors. Attends meetings and records information; distributes minutes to participants; follows up to provide information and coordinate further action; maintains communication throughout the department. Maintains employee files, processes new employees; processes all status changes; acts as a liaison between the department and the Auditor’s Office, the Clerk’s Office and Human Resources; tracks employee vacation and sick time; records skills based training; keeps records and enters new salary information and training to training center; processes all status changes due to skills completed.

Status: Full Time, Non-exempt, Benefited

Working hours: 8:00 am – 5:00 pm, Monday – Friday

Qualifications: High school diploma or GED and three years secretarial/office management experience; ability to type 50 wpm. Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Starting Hourly Pay Range: \$15.57-16.54

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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