



**JOB OPPORTUNITY #:802-2160  
ADMINISTRATIVE ASSISTANT  
COMMUNITY SERVICES**

**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.

**Hourly Pay Range:** \$12.50-\$15.63

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

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Apply online at [www.showmeboone.com](http://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, 12 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](http://www.showmeboone.com).

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