



POSTED: 3/7/2017

**JOB OPPORTUNITY #: 899-6100**  
**ADMINISTRATIVE ASSISTANT**  
**FACILITIES MAINTENANCE**

**Responsibilities:**

Provides administrative support to the facilities maintenance department by answering the phone, greeting visitors, and responding to questions. Prepares and processes phone charges; receives payments, issues receipts, and prepares deposits; receives invoices to code, verify, and prepare pay requisitions; maintains records relating to transactions; and prepares reports. Orders office supplies, uniforms, safety equipment, etc., and maintains inventory. Enters data into computer system and maintains records; prepares daily work order assignments and closes upon verified completion; works with customers to resolve problems; and schedules appointments and meetings as necessary.

**Status:** Full-time, non-exempt, benefited

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

**Qualifications:**

High school diploma or GED and one year of clerical experience, preferably in a customer service area; some typing skills; and familiarity with computer software programs.

**Starting Hourly Pay Range:** \$12.98 - \$13.80

**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 with questions. Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

**An Affirmative Action/Equal Opportunity Employer**