



POSTED: 9/30/16

JOB OPPORTUNITY #: 918-2702
ADMINISTRATIVE ASSISTANT
EMERGENCY MANAGEMENT

Responsibilities:

Provides administrative support for the operations in the building; answers phones and responds to inquiries as appropriate; provides customer assistance; schedules meetings, appointments, conference rooms, and tours; prepares correspondence and reports; maintains files and records. Attends meetings and records information; distributes minutes. Purchases supplies and services, greets, public, in charge of badges, access control, and new employee badges. Researches vendors and private contractors for facility. Collects and distributes incoming mail; sends and receives faxes, makes copies. Performs other duties as assigned.

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 of clerical experience; ability to type 50 wpm.

Starting Hourly Pay Range: \$12.78 - \$13.58

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. Benefit-eligible employees receive paid vacation, 13 paid holidays a year, enrollment in the County Employees Retirement Fund (if eligible), and the opportunity to enroll in voluntary 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. 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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