



JOB POSTING

ADMINISTRATIVE SERVICES ASSISTANT

Taney County Commission

JOB SUMMARY: The Administrative Services Assistant will assist in maintaining daily operations within the Administrative Services Department as needed.

Duties and Responsibilities:

- Professionally answer phones, respond to questions, or direct calls as appropriate
- Perform general office tasks, such as handling email, faxes and filing
- Maintain a high level of confidentiality
- Act as a backup for other staff
- Other duties as assigned by the Commission

Qualifications:

- High School diploma or GED equivalent
- Valid Driver's License
- Must be at least 18 years of age
- Demonstrate excellent interpersonal skills with the ability to communicate effectively
- Proficient skills in Excel, Word & Outlook Programs
- Ability to Multi Task
- Strong organizational and time management skills
- Ability to work independently and as part of a team

Conditions of Employment:

Successful candidate must pass a pre-employment criminal background check and drug screen

Salary: \$17.00/hour

**Status: Full Time: Monday-Friday
8:00 AM-5:00 PM**

Applications will be accepted until the position is filled

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7285 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.