

**JASPER COUNTY COMMISSION
JOB DESCRIPTION**

DEPARTMENT: General Administration
POSITION TITLE: Executive Assistant
FLSA: Non-Exempt
PAY GRADE: 105

RESPONSIBILITIES OF POSTION:

This position is responsible for professional and administrative assistance and clerical work, which involves a wide variety of activities while assisting the County Commission in performing their tasks. A certain level of confidentiality is expected when working with County information.

SUPERVISION RECEIVED:

Under direct supervision of the Jasper County Commission. Employees are expected to use good judgment, common sense and demonstrate initiative and independent knowledge in the performance of assigned duties. Technical skills and the position are expected to accompany the employee. Supervision is generally in the nature of explaining specialized assignments and/or specific procedures and practices.

ESSENTIAL JOB FUNCTIONS:

The Jasper County Commission is responsible for the legislative and executive functions of the county government. They budget and appropriate County funds for all county activities; build and maintain county roads and bridges; make and enforce civil and criminal resolutions and ordinances; implement state and federal mandates; executive oversight of all appointed county agencies; construction and maintenance of public buildings; fix the tax levy for the county; authorize payments owed by the county and auditing of all county officers having control of county monies; manage county property and county funds; prosecute and defend all actions for and against the county. Essential responsibilities and duties may include, but are not limited to:

1. Provide effective and efficient customer service for the Jasper County Commissioners' office both on the phone and in person. A pleasant personality with an attitude towards customer service is required.
2. Schedule, create, post, and maintain all weekly agendas for the County Commission meeting and plan, organize and maintain the weekly calendar for the County Commission.

3. Create Invitation to Bid for all bid documents for all departments in the County, schedule opening date pursuant to statute, prepare invitations to bid to the newspaper for publication and oversee all bid openings and maintain all files for the bids opened.
4. Oversee all paperwork for the County Federal Bridge projects. Provide all necessary documentation to the Missouri Department of Transportation as needed and to the County engineer and maintain all files for these projects.
5. Maintain current records relating to County Resolutions and Ordinances.
6. Maintain current records for all County appointed Board and Agencies.
7. Coordinate and communicate with the County Counselor on legal matters relating to the County.
8. Provide Notary Public services to the General Public and maintain a current Notary Bond for those services.
9. Receive all driveway and utility permits for Jasper County as supervised by the Jasper County Highway Department. Receipt all monies for those permits and maintain all files for those permits.
10. Prepare the Litter Control Grant for the Jasper County Highway Department.
11. Maintain and oversee the pauper burial Grant with the Community Foundation of the Ozarks and receipt the monies received for that grant.
12. Order any office supplies needed.
13. Ability to establish and maintain effective working relationships with other employees, county offices and elected officials.
14. Provide effective and efficient customer service and promote and maintain professional community relations.
15. Carry out any other duties as assigned and/or needed or within the scope and purpose of the jobs as directed by the Jasper County Commission.

QUALIFICATIONS REQUIRED:

Knowledge: Knowledge of Missouri Statutes regarding duties and responsibilities of the County Commission. Knowledge of modern office practices, procedures, equipment, and computer operations.

Abilities: Must possess an ability to communicate effectively both orally and in writing.

Experience: Any combination of experience or training that would require the knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be: Any equivalent combination of training and experience that provides the knowledge, abilities and skills.

Education: Graduation from High School or High School Equivalency Credentials required. Office administrative training, related experience, preferably in a public agency or an equivalent combination of education, experience, and training sufficient to successfully perform the essential duties of the job as listed above. Knowledge of the legal system, statutes, and contracts desired.

Physical Requirements: The mobility to work in an office setting and use standard office equipment are essential to successfully perform the functions of this job. This job requires you to talk and hear; use your hands and fingers to handle objects, office tools and office machines. The employee is frequently required to walk and stand. The employee must have the vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone. The employee is occasionally required to lift and/or move up to 25 pounds.

Licenses and Certificates: Possess or the ability to maintain an appropriate Missouri Driver's License; maintain a functioning telephone; ability to obtain a Notary Public Bond.

Special Requirements:

Schedule: Work is typically from 8:30 a.m. to 4:30 p.m. with an hour break for lunch.

Employees are scheduled to work 35 hours per week during a normal week.

Overtime: The County provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of the minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitude to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its content. I can perform the essential functions outlined with or without reasonable accommodations under the Americans with Disabilities Act.

Signature

Date