

MACON COUNTY COMMISSION HAS A SECRETARIAL POSTION OPEN. THIS IS A PARTIME CONTRACTED POSITION.

THE JOB DUTIES WOULD BE AS FOLLOWS:

MANAGING MEETING CALENDARS

POSTING AND PREPARING AGENDAS

TRANSCRIBING OFFICAL MEETING MINUTES

MANAGING PUBLIC RECORDS

PREPARING BIDS AND BIDS SPECS.

ORDERING SIGNS AND SUPPLIES FOR ROAD & BRIDGE DEPT.

PREPARE BILLING INVOICES

RECONCILING ROCK TICKETS AND BILLS

WORK WITH INTER-GOVERMENTAL AGENCIES (FEMA/SEMA)

AND ANY OTHER DUTIES THE COMMISSION DEEMS NEEDED

EDUCATION:

TYPICALLY REQUIRES A HIGH SCHOOL DIPLOMA OR GED, SOME EXPERIENCE WITH PUBLIC/BUSINESS ADMINISTRATION.

PROFICIENCY WITH OFFICE SOFTWARE (WORD PROCESSING, SPREADSHEETS).

EXCEPTIONAL WRITTEN AND VERBAL COMMUNICATION, HIGH ATTENTION TO DETAIL, TACT AND PROFESSIONALISM WHEN DEALING WITH THE PUBLIC, AND THE ABILITY TO MAINTAIN STRICT CONFIDENTIALITY ON SENSITIVE COUNTY MATTERS.

PLEASE APPLY IN PERSON AT THE MACON COUNTY COMMISSION OFFICE, LOCATED AT 101 E. WASHINGTON ST. STE. B MACON, MO. 63552

MACON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER