



NOTICE of EMPLOYMENT OPPORTUNITY

Scott County is seeking applicants to fill a vacancy for the position of Administrative Assistant.

Interested applicants should provide résumés to the attention of the County Administrator at the Scott County Board of Supervisors office located at 100 East Main Street, Forest, MS 39074. Résumés may also be emailed to jsutton@scottcountymiss.gov.

Position Overview

This position will assist the departments and functions operated by the Scott County Board of Supervisors. Potential employees should be prepared to multitask and learn operational skills within multiple departments. This position will include responsibilities related to communications, inventory, record keeping, payment and payroll processing, and other duties as assigned. Cross training with multiple functions will be a key aspect of employment. This position will report directly to the County Administrator.

Core Competencies

Position will require the use of general office equipment and software, including but not limited to phones, printers/faxes, email, digital forms, and Microsoft Office Software.

Prospective employees should demonstrate strong written and verbal communication skills.

Potential employees must be capable of providing their own reliable transportation.

Additional Skills Preferred

Previous employment within local units of government, knowledge of AS400/Delta software (or similar local governmental systems), experience with payroll/AP processing, experience with in-person customer service and face to face interaction with the public would be advantageous.

Applicants should expect to sit for a brief skills-based analysis prior to being considered for any potential interview.

Qualities Desired

Scott County aims to find an employee who will be trustworthy, willing to learn, and dependable. A commitment to being at work and a desire to diligently serve Scott County is expected. Prospective employees should have a willingness to adapt to changing roles and responsibilities, as well as learning wide-ranging functions of County operations.

Physical Capabilities Required

This position will require capabilities including but not limited to: sitting, standing, reaching, general dexterity, use of computer screens, verbal and audible communication in person and via telephone, text input, general movement, ability to carry general office supplies and equipment, use of keyboards and other general office based equipment.

Scott County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.