



### Notice of Employment Opportunity

Scott County is seeking qualified applicants for the vacant position of a full-time Shop Assistant/Parts Runner. This is a full-time, PERS covered position, with an expected work schedule consisting of 40 hours per week.

#### Key Responsibilities

- Assist County shop mechanic with repair and maintenance of County vehicles and equipment
- Responsible for transporting parts, supplies, vehicles, and equipment as necessary
- Coordinating delivery, pick-up, and transportation of parts, supplies, vehicles and equipment both internally and with external parties such as vendors and outside repair providers
- Other duties as assigned

#### Core Competencies

- General mechanical knowledge
- Ability to use tools and other equipment
- Honesty and integrity
- Time management
- Organizational skills
- The ability to work independently and with individuals of varying backgrounds from different departments of the County
- Strong communication skills in both written and verbal communication

#### Physical Requirements

- Ability to utilize electronic screens
- Dexterity for utilizing tools and equipment
- Ability to drive
- General physical activity related to the diagnosis and repair/maintenance of vehicles and equipment
- Lifting in various amounts weight depending upon the parts to be collected and work to be performed
- Standing, sitting, lifting, crouching, and other general movement related to the performance of repair and maintenance of vehicles and equipment

All applicants interested in this position should provide a copy of their résumé to the attention of the County Administrator at the Scott County Board of Supervisors offices, located at 100 E. Main Street, Forest, MS 39074.

Scott County Board of Supervisors is an equal employment opportunity employer, a drug-free workplace, and participates in the Department of Homeland Security's E-Verify program. All applicants must have a valid driver's license.

Scott County Board of Supervisors  
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