

# COMMISSIONERS ASSISTANT

Location: Board of County Commissioners Office  
Pittsburg County Courthouse  
115 E. Carl Albert Pkwy, Room 100  
McAlester, Oklahoma

Hire Date: As soon as possible

## NATURE OF WORK:

To support all responsibilities of the Board of County Commissioners and each commissioner's district as needed. To support the maintenance and operation of the animal shelter, asphalt plant and expo center.

## ESSENTIAL JOB RESPONSIBILITIES:

- Issuing requisitions for products and services for the day-to-day operations of the offices listed above.
- Development or transcribing of letters/correspondence
- Answering telephone calls and transferring to the appropriate person/department
- Working incoming/outgoing mail on a daily basis, includes preparing vendor checks for mailing weekly.
- Filing

## ADDITIONAL RESPONSIBILITIES MAY INCLUDE:

- Working hours outside the normal hours of 8:00 a.m. and 5:00 p.m.
- Attending conferences and training courses, as needed. May require out-of-town trips and overnight stays. (In the case of overnight stays, per diem will be paid at the federal rate)

The above list consists of responsibilities that require attention on a daily/weekly basis. This list does not include tasks that are handled on a case-by-case basis and responsibilities that may be added as training is completed at the discretion of the commissioners and/or first deputy.

## QUALIFICATIONS:

- Must be able to pass a pre-employment drug test.
- Possess a Class D or higher driver's license.
- Punctuality
- Must have some computer knowledge.
- Efficient with Microsoft Office, including Word, Excel and Power Point.
- Ability to travel, as needed.

## JOB SUMMARY:

This job consists of many little jobs. Jobs that are not always consistent with daily duties and responsibilities but that will always be in support of the county commissioners in their various roles. This position of Commissioners Assistant is to assist the commissioners in all manners that comply with Federal and State Law, and County policy and procedures.

This position will require training in the National Incident Management System (NIMS), the County Training Program through Oklahoma State University, and Kellpro Software Programs. All training will be conducted during working hours and either by online courses or in-person training as deemed necessary by the county commissioners or first deputy.

## BENEFITS:

Employee will have a 60-day probationary period with a starting pay of \$2,450.00/per month or \$1,225.00/bi-monthly. Employees are paid twice per month. On the 15<sup>th</sup> day of the month and the last day of the month. Pay raises will be given on performance basis. Benefits include employer paid health, dental, vision and life insurance up to \$50,000 for employee, health insurance for family members is available at the employee's expense. Retirement at 16.5% county paid and 3.5% employee paid, Vacation pay starting at 5.33 hours per month (equal to 1 week per year) up to 2 years and the increases with years served. Sick leave of 8 hours per month. Paid leave for most federal holidays.

**ALL APPLICANTS CAN PROVIDED A RESUME TO THE BOARD OF COUNTY COMMISSIONERS OFFICE OR MAY COMPLETE THE EMPLOYMENT APPLICATION AVAILABLE ON THE COUNTY'S WEBSITE AT PITTSBURG.OKCOUNTIES.ORG OR MAY PICKUP AN APPLICATION IN THE BOARD OF COUNTY COMMISSIONERS' OFFICE. THIS POSITION NEEDS TO BE FILLED AS SOON AS POSSIBLE. INTERVIEWS WILL BEGIN AS SOON AS POSSIBLE.**