

EXPO CENTER EMPLOYEE

DUTIES AND RESPONSIBILITIES

Works hours will vary from week-to-week depending on scheduled events.

Must be available to work nights, weekends and holidays.

Computer experience, including Microsoft office is preferred. This position will include some bookkeeping duties for the expo center.

Must have good customer service skills

Must be able to supervisor inmates when needed.

Must be dependable

Must be able to do manual labor and help with tasks regarding to maintenance of the facility, including housekeeping when needed.

Must have a dependable vehicle and be able to travel for training when needed with the possibility of overnight stays

Must be able to pass a pre-employment drug screen

This position will have a starting salary of \$2950.00 per month. Salary increase possible after 60-day evaluation. Position also includes employer-paid health, dental, vision and life insurance. Also includes paid annual leave, sick leave, comp time in lieu of overtime and paid holidays.

This position will be considered a safety-sensitive position since there will be inmates on-site and some machinery operation may be necessary.

This position will be included in the quarterly random drug & alcohol testing pool.

All applications and/or resumes should be delivered to the Board of County Commissioners Office, Pittsburg County Courthouse, 115 E. Carl Albert Parkway, Room 100, McAlester, Oklahoma or online at bocc@pittsburg.okcounties.org.

Applications will be accepted through June 27,2025.

Pittsburg County is an equal opportunity employer.