



## **INTERNAL JOB OPPORTUNITY ANNOUNCEMENT CURRENT JACKSON COUNTY EMPLOYEES ONLY**

Date: Tuesday, August 5, 2025

Position: Administrative Assistant - Sheriff

Duties:

- Organize and support all administrative duties in the office
- Monitor and maintain office supplies inventory and place orders as needed
- Assist with tracking receipts and purchase orders
- Ensure security, integrity, and confidentiality of data

Utilize a computer and various software programs to perform tasks including but not

- limited to review and edit of reports, contracts, minutes; perform data entry, maintain spreadsheets and process other various paperwork

Requirements:

- Equivalent to high school diploma
- Type at least 35wpm
- Exceptional attention to detail
- Highly proficient with Microsoft Office
- Excellent communication and interpersonal skills

Salary: \$18.00 to \$24.02 per hour, depending upon experience

Contact: Rick Boone, Sheriff

Deadline: Until filled

Equal Opportunity Employer



