



## JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.*

Today's Date: **March 28, 2024**

Date Listing Will Close: **April 4, 2024 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Administrative Assistant**

Location /Department: **Board of Supervisors/District 1**

Salary: **\$18.00 - \$22.00 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

---

### HARRISON COUNTY HUMAN RESOURCES

1801 - 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 [www.harrisoncountymys.gov](http://www.harrisoncountymys.gov)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

## **HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** Board of Supervisors

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** County Administrator/Board Member **POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** March 28, 2024

**CLOSING DATE:** April 4, 2024

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** To perform the administrative functions of an assigned Board of Supervisor's Office, to serve as liaison between the assigned Board member's office, other County departments and the general public.

### **ESSENTIAL JOB FUNCTIONS:**

1. Performs the administrative functions of the assigned Board of Supervisor's Members Office
2. Researches materials and conducts studies and surveys to obtain information required for action by the assigned Board Member
3. Attends Board of Supervisors' meetings as required to provide support information for the assigned Board Member and to note items requiring follow-up
4. Researches and prepares responses to public inquiries and media
5. Composes letters, memoranda, and reports; types from dictation or rough draft; operates computer with word processing software
6. Takes and transcribes minutes and distributes minutes to appropriate individuals
7. Makes photocopies of correspondence and other printed material using photocopying machine; receives and sends facsimile copies using facsimile machine.
8. Maintains a calendar of the assigned Board Members activities and meetings; schedules the assigned Board Member's meetings, including securing meeting rooms and other arrangements, prepares and mails meeting notices
9. Contacts vendors to obtain price quotations for purchase of equipment, supplies, and services; places orders; prepares purchase requisitions and forwards to County Administrator's Office for payment processing.
10. Receives calls and visitors; answers questions and provides information regarding board activities, operations, and procedures; receives complaint calls and handles as appropriate
11. Manage and schedule community center reservations including financial transactions and reports using Active Network System.
12. Process community center reservation deposit claims monthly.
13. Process travel claim and reimbursements for elected official as needed.
14. Organize, attend, and assist with Harrison County community related events.

### **SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of management and public administration principles and practices
- Knowledge of the budget process
- Knowledge of research methods and techniques
- Strong computer skills including but not limited to Word and Excel
- Ability to develop and implement administrative plans, policies and procedures
- Ability to analyze and prepare reports of research findings
- Ability to read and interpret County codes and ordinances
- Ability to direct the activities of assigned personnel
- Ability to communicate effectively, both orally and in writing
- Ability to maintain confidential information
- Knowledge of all related safety procedures

*These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from an accredited High School with four (4) years of increasingly responsible office work experience. Equivalent combinations of education and experience will be considered.*

**ADDITIONAL REQUIREMENTS:** Must have a valid Mississippi Driver’s License and maintain licensure for duration of employment in this position.

**SALARY RANGE:** \$18.00 - \$22.00 per hour

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)		✓
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound	✓	
Work involves hearing and understanding conversation or sounds	✓	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓

Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓