

Ray County Commissioners are accepting resumes for Road & Bridge and Commissioner's Administrative Assistant. Must have computer skills. Work schedule will be Monday-Friday from 8:00 a.m. to 4:00 p.m. with 1 hour of unpaid for lunch. Paid holidays, health insurance, sick and retirement is available. Vacation hours available after one year anniversary.

Job duties include for Road & Bridge and Commissioner's Administrative Assistant:

1. Post Road and Bridge worksheets and scale tickets-daily or as available
2. Quarry Reconciliation Report- Monthly
3. Rock Reconciliation to Pay Quarry
4. Paperwork, working with Engineers and MoDot on bridges
5. Worksheets
6. Material Used by Township Report-Monthly
7. Diesel Tax Refund-Monthly
8. FEMA projects- For each disaster site listed on the project, record labor, equipment and materials and total each; then post on a summary sheet
9. Conservation Rock- C.A.R.T. Program Thru Missouri Department of Conservation- Annual Agreement
10. Post Agenda- Daily
11. Type Commission Minutes
12. Court Orders
13. Phone Complaints
14. Board Appointments
15. Setting up drug test for new Road & Bridge Employees
16. Keeping the courthouse directory completed and up to date

Please email resume to [ray@sos.mo.gov](mailto:ray@sos.mo.gov) or you can mail to Ray County Clerk, 100 W. Main Street, STE 23, Richmond, MO 64085. Must have all resumes by Friday, September 6<sup>th</sup>, 2024 by 4:00 p.m.