

## **Ray County Commission Employment Opportunity**

Ray County is accepting applications for a full-time Administrative Assistant/Secretary to the County Commission. This position provides administrative support to the Commission and helps coordinate daily office operations.

Duties include scheduling for the Commission; preparing and organizing meetings and agendas; answering phones; assisting citizens and taxpayers in a professional manner; logging receipts for rock and fuel; filing tax documents; filing and maintaining records; and performing other related duties as assigned.

The successful applicant should be a self-starter who can work independently and with others, communicate effectively, stay organized, handle conflict professionally, and interact well with the public. Strong computer skills are preferred.

Regular work hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. All approved holidays are off. Health insurance and retirement benefits are available.

Interviews will begin the first week of June 2026.

Ray County is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by applicable law.

Qualified applicants can email resume's to Ray County Clerk at [ray@sos.mo.gov](mailto:ray@sos.mo.gov) or mail to Ray County clerk at 100 West Main, suite 23, Richmond, MO