

# **Job Posting 2021-03.1 ASSISTANT PUBLIC ADMINISTRATOR**

The Office of the Public Administrator for McDonald County, Missouri, seeks an Office Assistant.

Immediate job opening is for a full-time office assistant.

Applicants with prior experience in office work and/or accounting is preferred.

Resumes will be accepted and interviews scheduled until the position is filled.

## **Responsibilities:**

The purpose of this position is to provide assistance to the public administrator in the performance of his or her official duties as public administrator or as executor, administrator, personal representative, guardian, or conservator in any estates wherein the public administrator has been specially appointed. The incumbent follows general guidelines and procedures, applies provisions of applicable laws in providing client and estate management services. The physical demands of this position classify as Sedentary to occasional Medium type of work.

## **Essential Functions:**

1. Accounts Payable and Receivable for a case load of 90+.
2. Calling facility where client is living and finding out information on doctors visit and filling out information on Guardian Status Report.
3. Collecting all proof of income from DHSS, SSA, SSI, DFS, pensions and annuities and etc.
4. Work professionally with all agencies such as: DHSS, SSA, Family Services, nursing homes, medical providers, insurance companies, attorney's, all courts, VA, county offices, Department of Mental Health, caseworkers, clients and families.
5. Complete all information for new client and notify agencies.
6. Assist Public Administrator on all duties authorized per RSMO 473.770, [473.743](#), and sections [475.120](#), [475.130](#), and [475.343](#).

## **Qualifications:**

High School Diploma or GED, Valid Driver's License, Class E preferred but not required.

1. Must successfully complete pre-employment substance abuse testing and post offer employment physical.
2. Will be subject to random substance abuse testing.
3. Will be subject to e-verify and background check.
4. Ability to be bonded of at least 10,000.
5. Ability to become a Missouri Notary

## PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The position exposes the clerk to physical hazards from sitting, standing, stretching, bending, and lifting objects weighing less than 25 pounds, above the shoulders, below the knees or at arm's length, less than 30 times per day, driving a motor vehicle, and public contact.

**Mental Demands:** While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with county residents, other organizations, and the public.

### **Compensation and Benefits:**

Compensation will be based on experience and once position converts to full time status, it includes health and retirement benefits.

**Work Location:** Based out of McDonald County Courthouse 502 Main St Pineville, Mo 64856  
Works Remotely at Public Administrators In-House Office. PH: 417-223-7333

### **Interested Parties/How to Apply:**

We are an Equal Opportunity Employer and all qualified individuals are encouraged to apply.

Applications/Resumes will be accepted by sending resumes & professional references as PDF attachments to Tonya Garvin at [public.admin@mcdonaldcountymo.gov](mailto:public.admin@mcdonaldcountymo.gov)