



## McClain County Emergency Management

102 E. Center Road  
Goldsby, Oklahoma 73093  
405-288-2064  
[www.mcclain-co-ok.us](http://www.mcclain-co-ok.us)

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### Job Description: Office Assistant

#### Prerequisites

- Must be 18 years of age or older
- Must possess a valid Oklahoma Driver's license
- Must have a High School Diploma or G.E.D.
- No Prior Felonies

#### Duties and Responsibilities

- Answering/ returning phone calls
- Performing clerical tasks
- Sorting and sending emails
- Maintaining files
- Any tasks requested by the Emergency Management Director.

#### Preferred Skills

- Familiar with Excel
- Microsoft Word
- Microsoft Outlook
- Copier/ Printer
- Organizing/ Managing files
- Good communication skills with staff and public

#### Pay

- This position starts at \$12.00/ hour and retirement with the possibility of becoming a full time position (No health insurance benefits for part time employees)