



Scott County Kids

600 West 4th Street,
6th Floor
Davenport, Iowa 52801

563-326-8221
Fax: 563-328-3224

www.scottcountykids.org

November 14, 2022

To Whom It May Concern:

Scott County KIDS is recruiting for a Full-Time Administrative Assistant position. Following is a brief description detailing qualifications for this position:

ADMINISTRATIVE ASSISTANT

\$2,451.92 per mo./DOQ. Duties include but are not limited to: maintain general office operations performing complex clerical duties which include creating and editing correspondence, reports and documents. Maintains filing system. Receptionist duties and maintaining inventory of supplies. Manages the Scott County KIDS website and social media site. Maintains meeting schedules, staff meetings, and prepares agendas, minutes, and meeting notices. Works with accounting staff to provide bills, reports, and timesheets. Works with contractors to retrieve information, reports, clarification and billings. Requires high school diploma and one to two years related work experience.

Deadline: December 8, 2022 or until filled.

EQUAL OPPORTUNITY EMPLOYER

For more information about these positions, check us out at:
<http://www.scottcountykids.org>

Send detailed resume to:

Attn: Human Resources
Scott County KIDS
C/O Bi-State Regional Commission
1504 Third Avenue
Rock Island, Illinois 61204-3368
email: jhenderson@bistateonline.org

Deadline: December 8, 2022 or until filled.

If you have any questions or need further information, please contact Jill Henderson at (309) 793-6300, ext. 1134.