**Deputy Public Administrator**

Platte County Public Administrator's Office – Platte City, MO 64079

The Platte County Public Administrator’s office has an immediate opening for a deputy position. The role of the Public Administrator’s Office is to serve as guardian and conservator for adults with disabilities. We coordinate and oversee healthcare, placement, insurance, assets, and benefits; we are not direct care givers.

The deputy will manage a case load and complete required paperwork, correspond with wards and care givers, and make day to day decisions regarding the ward.

The office is a fast paced environment that offers new and different situations all the time! Must be able to celebrate small victories and see the big picture as well as the immediate need. Being self-motivated and having a team attitude will foster success.

This position is full time, Monday through Friday. The county offers great health insurance benefits as well as great retirement benefits through CERF and Lagers. The ideal candidate will have a degree in a related field (social work, psychology, criminal justice, etc). Experience in the field is preferred, but is not required. Salary depends on experience and is negotiable.

Job Type: Full-time

Salary: $41,000-41,500 per year

Benefits:

* Dental insurance
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

Schedule:

* 8 hour shift
* Monday to Friday
* On call

Ability to commute/relocate:

* Platte City, MO 64079: Reliably commute or planning to relocate before starting work (Preferred)

Education:

* Bachelor's (Preferred)

Experience:

* Microsoft Office: 1 year (Preferred)
* Administrative experience: 1 year (Preferred)

Work Location: One location