

Kim Stevens,  
Administrative  
Assistant



# MEET & GREET

## Your City of Lake Ozark Employees

One of the first smiling faces visitors to Lake Ozark City Hall see is that of Kim Stevens, the City's Administrative Assistant.

Kim has been an Administrative Assistant with the City for about two years, having previously been the Court Clerk for the City of Linn Creek before coming to Lake Ozark.

Her duties here include general receptionist responsibilities, and callers to the City usually talk to Kim first before being re-directed to the proper department.

She also works with contractors on licensing and insurance requirements, helps update the City's various forms, provides real estate tax information for title companies and assists the City Clerk to provide Lake Ozark businesses with their licensing requirements

and emergency contact information.

One of her primary responsibilities is Clerk for the Planning and Zoning Commission. She helps set agendas, takes minutes and assists the building inspector in his duties.

Kim is a native of Long Island, N.Y., and has lived in California, Arizona, Alabama and finally settled at the Lake of the Ozarks about 15 years ago.

A graduate of Moberly High School, Kim received an associate's degree in accounting from then-Northeast Missouri State University (now Truman State University) in Kirksville.

She has two sons and six grandchildren.

Her hobbies are crocheting and gardening.