

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

ADMINISTRATIVE ASSISTANT

Grade 21: \$30,895.61 (\$14.85/hr.) - \$42,589.94 (\$20.48/hr.)

This position is grant funded and ends December 31, 2023

DEPARTMENT: HUMAN RESOURCES

DIVISION: COUNTY MANAGER

GENERAL DESCRIPTION:

Advanced clerical, secretarial and staff assistant work, which includes the operation of a PC. Work is performed under the general supervision of the Human Resources Director.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit. Functions as office receptionist.
2. Receives and screens calls and refers callers to other employees. Takes notes and minutes of conferences, meetings and functions as required.
3. Prepares forms and composes letters. Sets up and maintains specialized office files. Files letters, reports, and related technical information in the prescribed manner. Assembles information for others use. Opens, prioritizes, and processes mail.
4. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data into computer containing technical terminology. Retrieves data for reports.
5. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, spelling and punctuation. Knowledge of office practices and procedures. Knowledge of mathematics. Ability to gain knowledge of the unit's policies, procedures, and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to access input and retrieve information from a computer. Ability to communicate using writing, speaking, hearing and visual skills. Ability to type at a rate prescribed. Skill in the operation of a PC. Knowledge of Microsoft Office applications. Ability to function proficiently utilizing desktop and network applications.

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EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Three (3) years work experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's Licenses.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to type at a prescribed rate of speed.
- Ability to access input and retrieves information from a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to take and transcribe shorthand at a prescribed rate.
- Ability to answer the telephone.
- Ability to lift, carry, and move up to twenty-five (25) pounds.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 3/6/03