

Hardee County, FL

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Administrative Assistant

Department: Community Development
Pay Grade: 105 (\$31,561.92 to \$48,604.75)

JOB SUMMARY

The Administrative Assistant is responsible for clerical, secretarial and staff assistant work, which includes the operation of a PC. Work is performed under the general supervision of a high-level manager.

ESSENTIAL JOB FUNCTIONS

- 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.
- Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Takes notes and minutes of conferences, meetings and functions as required. Prepares packets for Board meetings.
- 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. Performs billing functions.
- 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.
- Performs research and retrieval of records and data. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains office supplies. Prepares project manuals.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; five (5) years work experience involving secretarial or clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

None.

Licenses, Certifications, or Registrations:

Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

Knowledge, Skills and Abilities:

- Knowledge of business English, spelling and punctuation.
- Knowledge of Microsoft office applications including Excel.
- Knowledge of office practices and procedures. Knowledge of basic mathematics.
- Skill in the operation of a PC, keyboard and typewriter.
- Skill in the use of taking dictation or of transcription from a Dictaphone (if required).
- 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 retrieves information from a computer.
- Ability to communicate using writing, speaking, hearing and visual skills.
- Ability to function proficiently utilizing desktop and network applications.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to or constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, feeling, grasping, handling, hearing, kneeling, lifting, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, and walking. Mental acuity is required for making rational decisions through sound logic and deductive processes. Visual ability is required to operate heavy equipment and perform activities specific to the job, such as viewing a computer terminal, observation of facilities or structures, and/or inspection involving small parts or operations of machines.

WORK ENVIRONMENT

Work is primarily performed in an office setting with a temperature-controlled environment and no exposure to external environmental conditions.

Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

All Applications with Resume are accepted in the Human Resources Department located at 205 Hanchey Road, Wauchula, FL 33873 or via email: humanresources@hardeecounty.net Position is open till filled.

Equal Opportunity Employer

Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.