



EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA

JOA No. 20-039

Date Posted: October 9, 2020

Administrative Service Assistant

***** Re-Advertisement *****

***** Previous Applicants will be Considered and Need Not Reapply *****

Open Competitive

Position Number #0058

Public Works Department

Salary Range: \$10.66 to \$15.99 Hourly

Position Advertisement Closes: October 22, 2020

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

This is independent work assisting the Director of Public Works and the Public Works Office Manager in the coordination of administrative tasks and/or assignments which are complex in nature and broad in objective with integration of diverse functions. Work involves the performance of administrative objectives and priorities. Work also involves the independent formulation, analysis and recommendation of changes in policies, rules and regulations.

ESSENTIAL FUNCTIONS:

Provide a skilled level of office and administrative services including composition and editing of reports, correspondence and filing. Compose and sign routine correspondence, open and prioritize director's mail; sort and route mail to other departments. Helps citizens with Adopt-A-Road, speed bump, and private road programs. Set up filing systems and file correspondence and related materials, assemble information for director's use. Assist Office Manager with the Probation Program. Schedule locates for road work through Sunshine 811. Maintain current information of department policies and procedures and processes routine matters within established policies. Assist Office Manager in preparing personnel action forms and workman's comp forms. Maintains works orders, supplies, permits, and gas databases. Processes utility permits as they are approved by the Director. Performs special assignments, conducts research and surveys as required for Public Works projects. Handle uniform program for new and current employees to include the boot program. Receipt all private scarping permits, house moving permits, sale of time and signage procedures; process satisfaction of judgments when necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern office practices, procedures and equipment; administrative and procedural regulations applicable to the county government. Ability to keep complex records and to prepare periodic reports from such records; type 35 correct words per minute; skill in the use of a PC; prepare documents and compose letters; maintain effective public relations, and possess a working knowledge of various office software. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MINIMUM QUALIFICATIONS:

Graduation for an accredited high school with a minimum of four (2) years related, progressive administrative/clerical work experience. Possession of a valid State of Florida Driver's license with a favorable driving record.

Persons who need assistance to participate in the applicant process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 regarding questions about the position. Apply online at <http://www.gadsdencountyfl.gov>