



Board of County Commissioners
Office of Human Resources
Citrus County, Florida

EMPLOYMENT OPPORTUNITY

Title: **SECRETARY**

Department: **WATER RESOURCES DEPARTMENT**

Division: **UTILITIES**

Announcement No.: 08-80

Date Issued: 10/20/2008

Beginning Pay Rate: \$9.99 hourly

Closing Date: 10/24/2008

Pay Range: \$9.99 to \$14.49 hourly

Hours: Full time

Benefits: Annual and sick leave; paid holidays; paid disability, medical, life and dental insurance; paid retirement plan plus social security.

Description: Moderately difficult secretarial work performing the preparation of work orders and locates for field personnel. Enters information into the database, answers phones and uses two-way radio. Researches and assembles information for reports, invoices and follows up on fire hydrant information. Types correspondence, files, schedules meetings, copies and distributes information. Heavy public contact. Performs related work as required.

Requirements: Graduation from an accredited high school or possession of an acceptable equivalency certificate. Minimum of one year's experience performing secretarial/clerical duties. Knowledge of business English, spelling and punctuation. Knowledge of office practices and procedures. Ability to type and compose routine business letters and memoranda. Capable of becoming proficient in data entry functions. Computer knowledge required. Working knowledge of the Microsoft Office Suite of Products. Ability to maintain courteous and effective relations with County staff and the general public. Must successfully pass an employment reference check, criminal background check, physical examination and drug test.

Basis of Rating: A skills test and typing test will be given and will be a factor in the selection process. The person selected will be required to earn a satisfactory score on the test to be considered qualified for this position. Each application/ resume will be carefully reviewed to assess each individual's qualifications. Selected persons will be interviewed which will determine who will be hired for the job. We will only notify candidates selected for testing or interviews. The kind and length of related work experience, training and education as shown on the application/resume will be an important consideration in the entire application and selection process.

HOW TO APPLY: All applicants must complete a Board of County Commissioners employment application form which may be obtained from the BOCC website or the Office of Human Resources and returned to the Office of Human Resources, located at 3600 West Sovereign Path, Suite 178, Lecanto, Florida 34461. All positions close at 4:30 p.m.

Citrus County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND QUALIFIED SPOUSES

(A copy of a DD-214 or other supporting documentation must be submitted with application/resume)