



BOARD OF COUNTY COMMISSIONERS  
**DESOTO COUNTY**

Human Resources Department  
201 East Oak Street  
Arcadia, Florida 34266  
Telephone (863) 993-4808  
Fax (863) 993-4708  
Drug-Free Workplace

**REQUISITION #18-31**

**RECRUITMENT NOTICE**

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

**POSITION:** ADMINISTRATIVE ASSISTANT  
**POSITION #:** 91340  
**DEPARTMENT:** UTILITIES  
**SALARY RANGE:** \$11.13 (\$23,159.55) - \$15.41 (\$32,050.51)  
**OPENING DATE:** JUNE 27, 2018  
**CLOSING DATE:** JULY 11, 2018

**GENERAL DESCRIPTION:**

This is time-consuming, responsible, clerical, secretarial, and staff assistant work which involves their Department. This work includes the operation of a PC keyboard. Work is performed under the general supervision of the Office Manager.

-----

**ESSENTIAL JOB FUNCTIONS:**

1. Issue over the counter Building, Electrical, Plumbing and Mechanical permits. Prepares permits for plan review process and forwards to other departments for review.
2. Keeps appointment calendars and schedules appointments and inspections. Receives and screens calls and refers callers to other employees or agencies, as necessary. Functions as office receptionist.
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.
4. Keep track of Contractor Licensing and Liability & Worker's Comp insurances. Maintains contractor's files with updated licenses, insurances and authorization letters.
5. Input daily inspection results into the system. Informs appropriate power company that a customer is okay for power once inspection has been approved.
6. Issues Certificate of Completion or Certificate of Occupancy once permits have been approved. Routes copies of the certificates to appropriate offices.
7. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, and related paperwork. Types information or enters data into computer containing technical terminology. Retrieves data for reports.
8. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains office supplies.

(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.).

**ADMINISTRATIVE ASSISTANT  
PAGE 2**

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of business English, spelling, and punctuation in order to prepare documents and compose letters, etc.
- 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.
- Skill in the operation of a PC, keyboard, and typewriter.

**MINIMUM EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Four (4) 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:**

None.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to access, input, and retrieve 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 type at the rate of 30 words per minute.
- Ability to communicate both orally and in writing

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

TO APPLY VISIT: [www.desotobocc.com](http://www.desotobocc.com) or [www.employflorida.com](http://www.employflorida.com)