



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 #18-28

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, genetic information, veteran status, disability 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.

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| POSITION: | ADMINISTRATIVE RECEPTIONIST – TEMPORARY PART-TIME |
| POSITION #: | 90711 |
| DEPARTMENT: | EXTENSION SERVICES |
| SALARY RANGE: | \$8.85 (\$18,403.22) - \$12.15 (\$25,280.32) |
| OPENING DATE: | MAY 24, 2018 |
| CLOSING DATE: | JUNE 07, 2018 |

GENERAL DESCRIPTION:

This part-time (approximately 25-30 hrs/wk) entry level position performs routine work involving extensive public contact in person and over the phone. An employee in this position receives callers; answers routine questions on departmental/County procedures, operations, and functions; and directs callers to final destinations. The employee may operate a multi-line phone and standard office equipment such as computers, photocopiers, typewriters, fax machine, and calculators. Work is performed under general supervision and reviewed for quality of service rendered to employees and the public. May be required to work weekends.

ESSENTIAL JOB FUNCTIONS:

1. Greets visitors, obtains visitor's names, and directs visitors/callers to appropriate personnel.
2. Answers telephones, respond to emails, transfers calls to appropriate personnel, relays messages; maintains telephone log.
3. Answers routine questions on departmental/bureau procedures, operations and functions; refers callers to appropriate agency.
4. Maintains supply of informational pamphlets and reference materials.
5. Copy publications and put together informational packets as required for programs and 4-H club meetings.
6. Maintains sign in sheets of visitors, records number of visitors and calls received on a daily basis, calculates monthly total of callers.
7. Types using word processing software and processes letters, forms and related paperwork. Enters into and retrieves data from computer for reports.
8. Assist with general clerical support with 4-H program under supervision of the office manager and/or 4-H Program Assistant.
9. Assists with DeSoto County Extension website.
10. Assist with evening meetings as required.
11. Performs other related work as required.

ADMINISTRATIVE RECEPTIONIST – TEMPORARY PART-TIME

Page 2

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office practices and procedures, and business English.
- Knowledge of phone etiquette techniques, and effective interpersonal skills.
- Knowledge of the organization and functions of assigned department/County.
- Skill in the operation of a typewriter, personal computer, switchboard and related equipment.
- Ability to type 35 wpm.
- Ability to listen and identify callers needs.
- Ability to communicate effectively by telephone and in person.
- Ability to meet and deal effectively with the public and high level officials.
- Ability to work with office staff and clientele on a wide range of projects both in and outside of office.
- Ability to sit for extended periods of time.

EDUCATION AND EXPERIENCE:

High School graduate or possession of an acceptable equivalency diploma.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Must possess a valid State of Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing 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 or www.employflorida.com