



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 #18-29

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:	OFFICE MANAGER / CRIMINAL JUSTICE INFO TECH
POSITION #:	90411
DEPARTMENT:	PROBATION
SALARY RANGE:	\$13.43 (\$27,936.69) - \$18.59 (\$38,670.32)
OPENING DATE:	MAY 24, 2018
CLOSING DATE:	JUNE 7, 2018

GENERAL DESCRIPTION:

This is advanced clerical, fiscal, secretarial, Spanish interpretation, and office manager work which includes the operation of a PC keyboard, typewriter, copy, and facsimile machines. Work is performed under the general supervision of a Department Director.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details of specialized confidential information, coordinating office work, and providing information regarding the services and operation of the unit. Functions as office receptionist, translator, and fiscal clerk.
2. Instructs, monitors, and ensures court order compliance of all of the ever-increasing number of non-English speaking offenders.
3. 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.
4. Prepares forms, probation orders, 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. Maintains adequate office supply inventory.
5. Types using PC-based word processing software and processes letters, forms, reports, schedules, requisitions, purchase orders, and related paperwork. Types information and enters data into computer containing confidential offender information. Retrieves data for reports.
6. Performs research and retrieval of records. Conducts statistical comparison of information. Assists in the preparation and maintenance of department records. Prepares project manuals.

(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.).

**OFFICE MANAGER/CRIMINAL JUSTICE INFORMATION TECHNICIAN
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MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business English, Spanish, 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.
- Skill in the use of taking dictation or of transcription from a Dictaphone (if required).

EDUCATION AND EXPERIENCE:

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

Must submit to a Criminal Background check.

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 communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Works mainly 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