



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808 Fax (863) 993-4809
Drug-Free Workplace

REQUISITION #24- 18

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 #:	90503
DEPARTMENT:	CODE ENFORCEMENT
SALARY RANGE:	\$31,200.00 - \$48,360.00
OPENING DATE:	FEBRUARY 15, 2024
CLOSING DATE:	MARCH 15, 2024

GENERAL DESCRIPTION:

Performs a variety of responsible administrative and clerical duties involved in the support of the Development Department, with emphasis on assisting Code Enforcement operations and to provide general information and assistance to the public. This work includes the operation of a PC keyboard. Work is performed under the general supervision of the Department Director.

ESSENTIAL JOB FUNCTIONS:

1. Perform a wide variety of responsible and complex administrative and clerical duties in support of the Development Department. Relieve management and Code Enforcement staff of a variety of administrative details.
2. Plan, organize and carry out administrative assignments; research, compile and organize information and data from various sources on a variety of topics related to Code Enforcement.
3. Identify, inspect, and assist violators in correcting violations of the Counties codes and ordinances. Seek voluntary compliance or issue Notices of Violations or citations.
4. Participate and assist in the administration of the assigned office; organize and manage all office activities associated with the office; recommend organizational or procedural changes affecting support activities.
5. Serve as initial contact/resource person for the assigned office; screen calls, visitors and mail; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules and precedents in response to inquiries and complaints from the public, County staff, representatives of other organizations and others; research and gather information to provide accurate answers and information; refer more technical questions or issues to appropriate County staff; ensure follow-up to unanswered inquiries.
6. Assist in the enforcement of various sections of the DeSoto County Codes relating to property maintenance, zoning, health and safety, building codes, noise, business regulations and nuisances.
7. Compose letters; Code Enforcement documents, memoranda or basic reports from general instructions or information related to assigned responsibilities; arrange for or distribute copies of material; coordinate and distribute Code Enforcement case documents in the correct order and consistent with applicable laws.
8. Provide technical assistance to citizens regarding department policies, procedures, services and operations.
9. Assist in a variety of department operations; perform special projects and assignments as requested.

ADMINISTRATIVE ASSISTANT
PAGE 2

10. Create and maintain a database of rental property within the County of DeSoto for invoicing of fees.
11. Coordinate court scheduling for Code Enforcement Officers; ensure all legal notices or documents are distributed to all parties involved in County Code Enforcement cases to ensure legal compliance and County success.
12. Communicate and coordinate with Code Enforcement Officers, Court authorities, the public and County Attorney.
13. Operate a variety of modern office equipment. Receive payment of fees; issue receipts; maintain financial records of transactions.
14. Perform other related duties as assigned.

(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.).

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business English, spelling, and punctuation in order to prepare documents and compose letters, etc. Principles of business letter writing and legal document preparation and writing.
- Ability to gain knowledge of the unit's policies, procedures, and practices
- Proficiency in Microsoft Word and Excel.
- Principles and procedures of record keeping; specifically, keeping legal records for purposes of successful prosecution of Code Enforcement cases.
- Ability to transcribe recorded minutes or conversations for Code Enforcement reports.
- Schedule and coordinate projects; coordinate schedules around court dates
- Ability to establish and maintain effective working relationships with employees, and the public.
- Ability to communicate using writing, speaking, hearing, and visual skills.
- Skill in the operation of a PC, keyboard, and operate modern office equipment including copiers and faxes.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Two (2) years of responsible clerical experience, public relations, and project coordination tasks. Experience in law enforcement or code enforcement is preferred.

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

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Possession of a valid Florida Driver's License.

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
- Occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds
- Ability to type at the rate of 50 words per minute
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Occasionally may travel to different sites and locations.

TO APPLY VISIT: www.desotobocc.com or www.employflorida.com