

**EMPLOYMENT OPPORTUNITY**

**ADMINISTRATIVE ASSISTANT**

The Wakulla County Board of County Commissioners is seeking qualified applicants for a full-time Administrative Assistant within the Revenue Collections Division. This is a benefited position and will report to the Director of Revenue Collections.

Responsibilities include but are not limited to providing customer service to telephone inquiries and walk-ins, processing revenue payments (cash, checks, and credit cards) and assist with the monthly bulk billing mail-outs. Employee will be required to perform other job related duties as required. Outstanding customer service is required.

The successful candidate must be 18 years of age, be a high school graduate or possess an acceptable equivalency diploma and one (1) year of related work experience involving secretarial/clerical duties. Experience in bookkeeping and accounts payable a plus. Must have outstanding customer service skills. The selected applicant must have a working knowledge of computers including Word, Excel and the ability and willingness to learn new software

Starting salary is anticipated to be $11.00 an hour. To apply, send a Wakulla County employment application to Human Resources, P.O. Box 1263, Crawfordville, FL 32326. Applications may be obtained by visiting our website at www.mywakulla.com or can be picked up at the County Administrator’s office located at 3093 Crawfordville Highway, Crawfordville, FL. Drug screening is required. Veteran’s preference will be given to qualified applicants. Wakulla County is an Affirmative Action/Equal Opportunity Employer. Applications must be received no later 5:00 p.m. on Friday, November 20, 2015.