

Administrative Assistant
Wakulla County Fire Department

The Wakulla County Board of Commissioners is seeking qualified applicants for a Full-Time (40 hours per wk) Administrative Assistant within the Fire Department. General office skills and computer skills in Microsoft Word and Excel are necessary.

Qualified applicants should be able to perform a variety of duties in a busy, professional office. The applicant will act as a receptionist, answer in-coming calls, maintain office files, process office related invoices, perform routine payroll and human resource functions, compose routine correspondence and perform a variety of other duties as assigned. Will work closely and under the general supervision of the Fire Chief.

Applicants must have a Bachelor's Degree and one year of administrative experience OR a High School Diploma, or an acceptable equivalency diploma, and 4 years of work experience in secretarial and clerical work. Must be able to operate a variety of office equipment including copier, fax, printers, and calculators.

To apply, send a Wakulla County application to: Human Resources, P.O. Box 309, Crawfordville, FL 32326. Applications may be obtained by visiting our website at www.mywakulla.com or at the Administrator's office at 850-926-0919. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/ Equal Opportunity Employer. Salary will be based on qualifications and experience, with a minimum starting salary of \$25,507.00 annually. Applications must be received by 5:00 p.m. on Friday, October 31, 2008.