

Executive Assistant to the County Administrator

The Wakulla County Board of County Commissioners is seeking qualified applicants for the position of Executive Assistant to the County Administrator. Professional 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 a multi-line telephone, maintain office files, process office related bills and invoices, perform routine payroll and human resources functions, compose routine correspondence and perform various other duties as assigned.

Closing date for applying for this position is Friday, June 22, 2007 at 5:00 P.M. To apply, send a Wakulla County Employment application to Wakulla County Board of County Commissioners P.O. Box 1263, Crawfordville, Florida 32326. To obtain an application, contact Wakulla County Commission office at (850) 926-0919. TDD (850) 926-1201. or visit our website at www.MyWakulla.com. Questions should be directed to Andrea Simpson (850) 926-0919.

By Florida law, all applications for employment with the County are opened for public inspection. Drug screening is required, as well as a criminal background check. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/Equal Opportunity Employer/Drug free workplace.