



EMPLOYMENT OPPORTUNITIES

Office Assistant Facilities Management

The Wakulla County Board of County Commissioners is seeking qualified applicants for a temporary (OPS) full-time position of Office Assistant in the Facilities Management Office. General office skills and computer skills in Microsoft Word and Excel are necessary. Must be able to operate phone, copier and fax machine.

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, compose routine correspondence and perform various other duties as assigned. Will work closely and under the general supervision of the Facilities Management Coordinator.

Starting salary is \$8.25 an hour. This is a temporary position with no benefit package. To apply, send a Wakulla County employment application to Human Resources, P.O. Box 309, 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. If you have questions regarding qualifications and/or duties and responsibilities, you may contact Deborah DuBose at 850.926.9500. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/Equal Opportunity Employer. Closing date is July 10, 2009.