

Office Assistant
Parks and Recreation Division

The Wakulla County Board of Commissioners is seeking qualified applicants for a full-time Office Assistant within the Division of Parks and Recreation. This is routine work consisting of customer reception, clerical, secretarial and administrative assistant work which includes the operation of a PC keyboard, phone, copier, and fax. Position performs various parks related administrative work. Work is performed under general supervision.

Applicants must possess a high school diploma or an acceptable equivalency diploma and one year of work experience involving secretarial/clerical duties including bookkeeping and accounts payable. (A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

To apply, send a Wakulla County application to: Human Resources, P.O. Box 1263, 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 \$18,186. Applications must be received by 5:00 p.m. on Friday, February 1, 2008.