

Park Attendant
Parks and Recreation Division

The Wakulla County Board of Commissioners is seeking qualified applicants for a full-time Park Attendant within the Division of Parks and Recreation. This is a 30 hour per week position with employee benefits. This is routine work consisting of providing outstanding customer service, clerical, bookkeeping and administrative assistant work which includes the operation of a PC keyboard, multi-line phone, copier, and fax. Applicants must have the ability to lift, carry and put away parcels weighing up to 20 lbs. 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.). In addition applicants must possess a current, valid driver's license.

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, May 30, 2008.