

The Wakulla County Board of County Commissioners in conjunction with the University of Florida IFAS/Wakulla County Extension Service is seeking qualified applicants for a full-time Receptionist/Secretary. The successful candidate will perform a variety of clerical duties requiring an awareness of virtually every program or service offered by the University of Florida IFAS/Wakulla County Extension Service. Work involves opening and closing the office, screening and independently handling a variety of routine inquiries by telephone and in person, providing secretarial/program support to the 4-H, Family & Consumer Sciences Agents, County Extension Director and Master Gardener Volunteers. Work closely with and under general supervision of the Extension Office Manager. Graduation from high school and three to five years of experience in secretarial and clerical work, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must be computer literate, have working knowledge of Microsoft Word and Frontpage, be able to learn other software applications as needed, familiar with all office machinery and be able to type 45 correct words per minute.

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](http://www.mywakulla.com) or at the County Administrator's office. If you have questions regarding qualifications and/or duties and responsibilities, you may contact Colleen Skipper at 926-0919. 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 January 5, 2007.