



**EMPLOYMENT OPPORTUNITIES**  
**WEATHERIZATION ASSISTANT**  
**Housing Services**

The Wakulla County Board of County Commissioners is seeking a qualified applicant to fill a temporary (OPS) full-time Weatherization Assistant position. The successful candidate will work under the supervision of the Wakulla County Weatherization Coordinator and will be responsible for conducting client intake, maintaining client files, and budgeting for the weatherization program. In addition, must submit local, state and federal reports in accordance with local, state and federal guidelines. Must be able to follow directions and communicate with program participants and contractors.

This position involves clerical work performed in conjunction with Weatherization Assistant duties to include; assisting other Housing Department personnel, answering telephones and routing communications, maintaining records and files, etc.

The successful candidate must be computer literate, (data entry, excel, word, power point, internet) be able to work well with the public and able to communicate clearly both verbally and in writing. He/she must possess a valid Florida Driver's License. Travel may be required to attend week long training classes.

Starting salary is \$28,000 annually. This is a temporary position with no benefit package. Funding is through a Federal Grant and is anticipated to last through 2012. 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](http://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 24, 2009.