

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date:	7/12/2017	Department:	Zoning
Title/(Status)/Job Code:	Administrative Secretary (118)	Reports To:	Zoning Supervisor
Pay Grade/Salary Range:	PG – 105 \$25,747.62 - \$39,908.81	Closing Date:	9/1/2017 With the anticipated hire of October 2017

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A skilled position responsible for complex clerical and stenographic work including administrative responsibilities. Positions allocated to this class differ from those in the class of Secretary II because of the independent performance of complex secretarial tasks or because responsibility is involved for the direction of other clerical employees.

ESSENTIAL JOB FUNCTIONS:

- Determine the zoning designation for parcels and answer questions relating to the zoning regulations.
- Review and sign off on building permits pursuant to zoning regulations.
- Review and complete zoning confirmation letters and various applications.
- Assist the Code Enforcement Clerk in daily operations, when necessary.
- Acts as personal secretary and/or aide to a manager. Performs duties of an administrative nature for the supervisor. Participates in the work of the supervisor such as interviewing office visitors, securing details of injury and issuing information regarding the services of the unit.
- Records and transcribes dictation where the position requires this skill. Prepares forms independently and composes letters for supervisor's signature. Composes routine transmittal letters and memos.
- Sets up and maintains functional paper and electronic file systems. Files letters, reports and related information in the prescribed manner. Operates word processing and audio-visual equipment. Assists in special events as directed.
- Keeps supervisor's appointment calendar and schedules meetings. Advises supervisor of meetings and events. Refers callers to other employees, officials or departments as needed. Takes minutes of conferences, meetings and official functions.
- Responds productively to change and performs all other related tasks as required and as directed.

This is a **DISASTER ESSENTIAL** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Business English, spelling and punctuation.
- Knowledge of office practices and procedures.
- Knowledge of computer operations pertaining to administrative office work, word processing, and spread sheeting. Ability to prepare complex documents and compose letters and memoranda.
- Ability to make decisions in accordance with departmental rules, regulations and policy.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Skill in recording and transcribing information at a normal rate of speed.
- Skill in typing at a rate of speed of 45 words per minute or greater without error.

ESSENTIAL PHYSICAL SKILLS:

- Ability to sit at workstation and to stand for periods of time up to four hours continuously.
- Use of both hands with dexterity.
- Ability to communicate orally. Ability to hear. Use of near vision.
- Ability to operate a motor vehicle for up to four hours continuously.

ENVIRONMENTAL CONDITIONS:

Continuous indoor work in an office environment.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** Graduation from an accredited high school or possession of an acceptable equivalency diploma. Four years of secretarial/clerical and word processing experience. A comparable amount of training and experience may be substituted
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver's License while employed.