

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: 5/18/2018 **Department:** Community Programs (2991)
Title/(Status)/Job Code: Veteran Services Specialist (1053) **Reports To:** Veteran Services Officer
Pay Grade/Salary Range: PG – 105 \$25,747.62 -\$39,908.81 **Closing Date:** 6/19/2018

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:

This is a skilled position responsible for complex clerical work including administrative responsibilities. The individual filling this position should be detail-oriented and capable of independent decision-making. This person should also enjoy meeting and interacting with members of the general public.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- 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.
- Prepares forms independently to include letters, memos, budget items, reports and other miscellaneous documents.
- 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.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures
- Responds productively to change and performs all other related tasks as directed.

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 memorandum.
- 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.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the clients, public, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from high school or possession of an acceptable equivalency diploma required. Three (3) years of responsible administrative work experience. If a qualifying veteran, you may be required to obtain the FDVA certification.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid Florida Drivers License while employed.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential