

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:	5/22/2018	Department:	Zoning (3439)
Title/(Status)/Job Code:	Administrative Secretary Zoning (0118)	Reports To:	Zoning Supervisor
Pay Grade/Salary Range:	PG – 105 \$25,747.62 - \$39,908.81	Closing Date:	Until Filled

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 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:

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.

- Determines zoning designations for parcels and answer questions relating to the zoning regulations.
- Reviews and signs off on building permits pursuant to zoning regulations.
- Reviews and completes zoning confirmation letters and various applications.
- Assist the Code Enforcement Clerk in daily operations when necessary.
- 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 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 memoranda.
- 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.
- 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.

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 public, vendors, 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. Frequent investigative field work. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or possession of an acceptable equivalency diploma and four (4) years of secretarial/clerical and word processing experience.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid Florida Drivers License while employed.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.