

NOTICE OF INTENDED EMPLOYMENT AND REQUEST FOR APPLICANTS

STAFF ASSISTANT – COUNTY COORDINATOR’S OFFICE

Clerical, administrative and staff assistant work which is performed under the administrative direction of the County Coordinator. (40 hours per week)

QUALIFICATIONS:

- Must have strong computer skills, including Microsoft Word and Excel
- Advanced knowledge of Microsoft Office Suite or ability to master new software applications in minimum time
- Ability to manage priorities and deadlines
- Knowledge of business English, spelling and punctuation
- Ability to coordinate and manage work projects
- Ability to review data for accuracy and completeness
- Ability to conduct independent research
- Ability to compose letters, emails and other communications
- Knowledge of mathematics
- Ability to access input and retrieve information from a computer.
- Ability to communicate using writing, speaking, hearing and visual skills.
- Ability to gain knowledge of the County’s policies, procedures and practices
- Ability to establish and maintain effective working relationships with employees and the public
- Knowledge or ability to gain knowledge of the HRCA Program
- Knowledge or ability to gain knowledge of veteran’s service information

EDUCATION AND EXPERIENCE:

High School Graduation or possession of an acceptable equivalency diploma. Three (3) years’ work experience involving administrative/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment. Experience with HCRA and veteran’s services is ideal.

A full job description may be obtained from the Hamilton County Coordinator’s Office at the address listed below.

Closing date: Friday, February 2, 2024

Submit applications along with resume to:

Hamilton County Coordinator’s Office
1153 NW US HW 41
Jasper, Fl. 32052
(ph. 386-792-6639)
Email: coordinator@hamiltoncountyfl.com

Hamilton County is a Drug Free Workplace and an Equal Opportunity Employer. Veteran’s preference will apply, in accordance with Section 295.07 Florida Statutes.