

CLASSIFIED AD

Administrative Assistant

Baker County Board of Commissioners is accepting applications for a full-time Administrative Assistant to the County Manager/Board. Annual salary \$27,040/\$13.00 per hour. Benefits include Florida retirement, paid vacation/sick leave, holidays.

This position is for a responsible person with the ability to perform various administrative/secretarial duties. This position is the frontline support for the County Manager and Board of Commissioners.

Test will be given on knowledge of Microsoft applications, such as Excel, Outlook and Word. General office skills required. Computer literacy a must with a knowledge of Microsoft Office Suite products required.

Graduation from an accredited high school or possession of an acceptable equivalency diploma required. Two (2) years' experience in responsible office work; administrative/secretarial skills.

Application and complete job description is available at the Baker County Human Resources office located at 55 North Third Street, Macclenny, FL 32063 or online at www.bakercountyfl.org/jobs. Deadline for submitting applications is Thursday, October 1, 2020 at 4:00pm.

Baker County is a drug free workplace and an equal opportunity employer. All applicants are considered for all positions without regard to age, race, color, national origin, religion, sex, sexual orientation, marital or Veteran status, medical condition or disability, or any other legally protected reason.

Dates of publication:

September 10, 2020

September 17, 2020

September 24, 2020