

# **CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS**

## **Job Vacancy Announcement**

**Job Title:** Office Assistant

**Salary Range:** \$16.00 - \$18.00 per hour

**Closing Date:** Open Until Filled

### **MAJOR FUNCTIONS**

1. This is a responsible, administrative and technical support position to the Superintendent of the County Road Department.
2. Work governed generally by the Superintendent's instructions, objectives and policies, and can involve frequently changing conditions and problems.

### **ILLUSTRATIVE DUTIES**

**\*\*\*NOTE: These examples are intended only as illustrations of the various types of work performed for this classification. The omission of a specific statement of duties does not exclude them from the position.**

1. Assists Road Department Superintendent in all phases of duties.
2. Research vehicles, equipment and supplies as needed.
3. Prepares records and reports on work accomplished as needed.
4. Enters Daily Activity Reports in County Data Base.
5. Request and track service locates from 811 for projects.
6. Answer phones as necessary.
7. Track Fuel inventory and Order Fuel as needed.
8. Any other duties as assigned by the Road Department Superintendent.

### **KNOWLEDGE, ABILITY AND SKILLS**

Working under general direction and infrequent supervision, planning detail of procedure and methods to attain definite objectives. Make decisions within broad limitations of policies and within accepted standards.

Must have good people skills.

### **EDUCATION AND EXPERIENCE**

- Must possess computer skills in Microsoft Word, Microsoft Excel and developing spreadsheets.
- Must have experience in dealing with the public.
- Must be able to pass a pre-employment drug screen and background check.
- Must possess excellent interpersonal and communication skills and ability to establish and maintain effective working relationships with co-workers.

### **PHYSICAL DEMANDS**

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may have to work in inclement weather, be required to walk over rough, and uneven surfaces: bend, stoop, stretch, climb, push and kneel while performing activities.

**Applications can be picked up from Dara B. Schamens-Human Resources Director  
Calhoun County Court House 20859 Central Ave W Blountstown, FL 32424  
Room #G40 (Basement)  
Or request by email to [dschamens@calhouncountyfl.gov](mailto:dschamens@calhouncountyfl.gov)  
Any questions call (850) 451-5903**

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS IS A DRUG FREE WORKPLACE  
AND AN EQUAL OPPORTUNITY EMPLOYER.**