



County Administrator
Allen J. Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard
Chipley, Florida 32428
Phone (850) 638-6200
Fax (850) 638-6106

COMMISSIONERS

ALAN T BUSH
District One

CHARLES KENT
District Two

TRAY HAWKINS
District Three

TODD ABBOTT
District Four

STEVE JOYNER
District Five

FUQUA & MILTON
County Attorneys

JOB ANNOUNCEMENT

CLERICAL I

Advertisement Date: June 14, 2022-June 27, 2022

Salary: \$12.30 Hourly

The Washington County Board of County Commissioners is currently accepting applications for a **CLERICAL I** position. The primary function of this is secretarial work assisting a specific staff member or members who are classified as supervisors, department heads, or executives, or a designated operational or administrative group. The employee may be required to deal with the general public, county representatives, and representatives from other organizations on a regular basis. This specific duties and responsibilities of the position will vary in accordance with the associated Scope of Work. This a permanent full-time position working 40 hours per week. This position will be in the Public Works office.

Minimum Training and Experience:

- Graduation from a standard high school or equivalent
- Must possess a valid Florida Driver's License
- Two years experience in administrative support work

Applications may be accessed on-line at www.washingtonfl.com. Applications and job descriptions may also be obtained at the Washington County Board of County Commissioners' office located at 1331 South Boulevard, Chipley, FL 32428. All interested applicants **MUST** submit an Employment Application to the Human Resources Department in the Washington County Board of County Commissioners' office by **4:00 PM on June 27, 2022**. All questions regarding this position or other vacancies should be directed to the Human Resources Department, 850-415-5151. The selected applicant will be subject to a background check. Veteran's Preference is accepted in accordance with FS 295.08.

Equal Opportunity/Drug-Free Workplace