



County Administrator
Allen J. Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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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

Administrative Secretary

Advertisement Date: June 22, 2022-July 5, 2022

Salary: \$14.07 Hourly

The Washington County Board of County Commissioners is currently accepting applications for a ADMINISTRATIVE SECRETARY position. The position is responsible for maintaining files of records, reports, documents, and correspondence. Work performed is skilled office and clerical work and requires extensive knowledge of the office operation and includes significant internal and external high level contacts. 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 Emergency Operations Center (EOC) and supports the Emergency Operations Director and Fire Services Coordinator.

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
- Experience in Emergency Operations and/or Fire Services Preferred

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 July 5, 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