

Board of County Commissioners
HUMAN RESOURCES DEPARTMENT
Hernando County, Florida

HR Mission Statement

To serve as a source of information and expertise that provides quality customer service for employees and their ever-changing needs. The Human Resources Department accomplishes this by providing support, guidance, and mutual respect to all employees.

EMPLOYMENT OPPORTUNITY

Position: Administrative Assistant III	Date Issued: 06/24/2020
Job Number: 13356	Date Closed: 07/27/2020
Department: MPO	Salary Minimum: \$16.32
Division: MPO	Salary Mid-point: \$21.38
<u>Description:</u>	<p>The Administrative Assistant III performs advanced clerical, secretarial and support to the Metropolitan Planning Organization (MPO), the MPO Committees, the MPO Staff, and coordination with outside agencies. Requires the ability to use tact and recognize and maintain confidentiality.</p>
<u>Requirements:</u>	<p>High school graduate or equivalent (GED). Three (3) years of experience involving advanced administrative/staff assistant duties including the operation of a personal computer, keyboard, or similar data entry equipment, with emphasis in local government. Experience in local government policies and processes preferred. Proficient in MS word, Excel, PowerPoint, Publisher, Outlook, and Adobe Acrobat. MinuteTraq software experience preferred. Ability to handle a multitude of tasks and prioritize accordingly. Able to communicate clearly and professionally, both verbally and in writing. Possess strong organization and time management skills with a strong work ethic. Must be able to work alone or in a team environment. Proficiency with computers, software, and customer service. Must possess and maintain a valid Florida Driver’s License and be insurable by current insurance carrier.</p>
<u>How to Apply:</u>	<p>ALL APPLICANTS MUST COMPLETE THE BOARD OF COUNTY COMMISSIONERS ON-LINE EMPLOYMENT APPLICATION LOCATED AT WWW.HERNANDOCOUNTY.US/HR.</p> <p>To apply for this position, please submit a cover letter, resume, employment application, and salary requirements.</p>