

**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:	<b>Administrative Assistant III</b>	Date Issued:	<b>07/29/2020</b>
Job Number:	<b>13318</b>	Date Closed:	<b>08/11/2020</b>
Department:	<b>County Administration</b>	Salary Minimum:	<b>\$16.32</b>
Division:	<b>Administration</b>	Salary Mid-point:	<b>\$20.68</b>

**Description:**

The Administrative Assistant III performs advanced administrative, technical and staff assistant support to the Board of County Commissioners and Executive Office Manager. Requires the ability to use tact and recognize and maintain confidentiality.

**Requirements:**

Graduation from an accredited high school or possession of an acceptable equivalency diploma (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. Proficient in MS Word, Excel, PowerPoint, Outlook, and Adobe Acrobat. MinuteTraq software experience preferred. Must possess and maintain a valid Florida driver's license with a good driving record as defined by current insurance carrier.

**How to Apply:**

**ALL APPLICANTS MUST COMPLETE THE BOARD OF COUNTY COMMISSIONERS ONLINE EMPLOYMENT APPLICATION LOCATED AT [WWW.HERNANDOCOUNTY.US/HR](http://WWW.HERNANDOCOUNTY.US/HR).**

To apply for this position, please submit a cover letter, resume, employment application, and salary requirements.