



County Administrator
Allen J. Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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District One

CHARLES KENT
District Two

TRAY HAWKINS
District Three

TODD ABBOTT
District Four

STEVE JOYNER
District Five

FUQUA, MILTON &
CARTER
County Attorneys

JOB ANNOUNCEMENT

Administrative Secretary

Public Works

Advertisement Date: September 28, 2017 – October 10, 2017

Salary: 13.40 Hourly

The Washington County Board of County Commissioners is currently accepting applications for an **Administrative Secretary** position. This position performs a variety of clerical, administrative, and technical duties in support of the Public Works Supervisor and Public Works Department. Work performed is skilled administrative work and requires extensive knowledge of office operations.

MINIMUM TRAINING AND EXPERIENCE – Graduation from an accredited high school or possession of an acceptable equivalency diploma and three years of administrative and/or clerical experience. Completion of an Administrative Vocational Course may substitute for one year of experience. Valid Florida Driver's License required.

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 October 10, 2017**. 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 pre-employment physical and drug screen. Veteran's Preference is accepted in accordance with FS 295.08.

Equal Opportunity/Drug-Free Workplace