



County Administrator
Jeff Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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

ALAN T BUSH
District One

CHARLES KENT
District Two

TRAY HAWKINS
District Three

TODD ABBOTT
District Four

STEVE JOYNER
District Five

Fuqua, & Milton
Attorney

JOB ANNOUNCEMENT ADMINISTRATIVE SUPPORT I

Advertisement Date: June 4, 2019 – June 18, 2019

Salary: \$13.40 Hourly

The Washington County Board of County Commissioners is currently accepting applications for an **ADMINISTRATIVE SUPPORT I** position. The primary function of an Administrative Support I is to perform a variety of advanced secretarial and office duties, to be responsible, professional, technical, and involved in comprehensive planning; assisting the Senior Planner. This position provides support to the Building Official, maintaining financial records of activity in the department, preparing periodic activity reports, issuing licenses, assisting with permit applications, maintaining inspection results, record document management and permits tracking system. Employee is also responsible for performing basic administrative duties such as telephone management, typed correspondence and copying records.

Minimum Training and Experience:

- Graduation from a standard high school or equivalent;
- 2 to 3 years of experience in secretarial or administrative work required to include significant computer experience.
- Planning/Building experience 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 June 18, 2019**. 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 and pre-employment physical and drug screen. Veteran's Preference is accepted in accordance with FS 295.08.

Equal Opportunity/Drug-Free Workplace