

Jefferson County Building Department  
445 W. Palmer Mill Road  
Monticello, Fl. 32344  
850-342-0223

#### **JOB DESCRIPTION**

**JOB CLASSIFICATION:** Full Time Staff Assistant/Clerical

**JOB CATEGORY:** Office Assistant

#### **GENERAL DESCRIPTION AND ESSENTIAL JOB FUNCTIONS:**

The Jefferson County Building Department has an opening for a full-time staff assistant. Duties include all aspects of an assistant to the permit tech. These duties include answering the phone, greeting customers, filing, scanning and serve as backup to other related office functions. Further requirement details may be obtained from the Jefferson County Building Department.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of building activities, construction, and land development procedures. Skills in computers and associated equipment. Ability to effectively explain procedures to customers. Ability to effectively organize, prioritize, understand, and meet deadlines. Skills in customer service and client assistance including personnel communication. Capable of learning quickly with equivalent skill development.

#### **EDUCATION AND EXPERIENCE:**

High school diploma or GED required. Two years minimum experience in administrative and/or clerical duties, preferably in a construction related industry. Equivalent combination of training and experience is acceptable. Two years minimum of college in general education preferred.

#### **ESSENTIAL PHYSICAL SKILLS:**

Work is performed indoors at a desk with occasional walking, lifting, and reaching.

#### **WORK ENVIRONMENT:**

Regular contact with people in and outside the organization. You will be required to represent the county in the interpretation of policies, procedures, and practices. You must demonstrate human relation skills.

#### **Florida Labor Standards Act:**

This position is non-exempt from FLSA. Work involves the performance of permit issuance.

**To apply,** send a Jefferson County Employment application to Jefferson County Building Department before July 1, 2022. Applications may be obtained by visiting our website at [www.jeffersoncountyfl.gov](http://www.jeffersoncountyfl.gov)

**Questions?** Please contact Kathy Phillips, Jefferson County Building Department 445 W. Palmer Mill Road Monticello, FL 32344 or call 850-342-0223

**Please note:** The omission of specific statements does not exclude from position responsibilities if the work is similar, related to or logical in nature to the work assignment. The job description is subject to change as required by the needs of the county to provide the necessary public service. Drug screening and background checks are required; Veteran's preference will be given to qualified applicants. Starting salary depending upon qualifications. Jefferson County is an Affirmative Action/Equal Opportunity Employer/Drug Free workplace