

**COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

4/23/2018

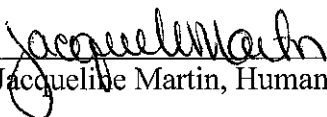
POSITION VACANCY: **SECRETARY III**
PUBLIC SAFETY

SALARY: 8.97 per hour
Pay grade 8 Step 1
Full Time Position
JOB DESCRIPTION: Attached
APPLICATION CLOSING DATE: 5/7/2018 5:00 p.m.

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

ALL APPLICANTS FROM 4/6/2018 THROUGH 4/20/2018 POSTING WILL BE CONSIDERED AND DO NOT NEED TO RE-APPLY.

By: 
Jacqueline Martin, Human Resource Manager

Dates Posted: 4/6/2018 - 4/20/2018 (extended thru May 7, 2018 5:00 p.m.)

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE**

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	SECRETARY III
POSITION #:	0204
AREA(S):	PUBLIC SAFETY

DISTINGUISHING CHARACTERISTICS OF WORK:

This position requires the employee to perform advanced clerical duties utilizing a full range of modern secretarial skills such as: considerable knowledge in the area of computer skills, record keeping, office secretarial duties, and general operation of standard office equipment. This position also requires a strong knowledge and ability in preparing a wide variety of reports, forms, requisitions and correspondence. This is a frontline position providing excellent customer service to members of the general public and other County employees. This is considered an essential job function within the Department and is subject to call back during emergency or disaster situations.

Work is performed under the direction of the Office Manager and Public Safety Director or their designee.

EXAMPLES OF WORK PERFORMED:

The following describes the principal functions of this position and scope of responsibility, but should not be considered an all-inclusive listing of work functions. Individuals may perform other duties as assigned, including working in other functional areas;

- Sends outgoing mail/documents
- Receives, sorts and processes incoming mail
- Handles deposits
- Greets visitors and co-workers in a courteous manner, takes detailed and accurate messages, and provides basic information and guidance
- Answers the telephone in a professional and courteous manner; offers assistance to the public and co-workers
- Receives and responds to all correspondence from insurance companies and patients to clarify patient accounts, as well as updating and helping to maintain patient records
- Posts payments from patients and insurance companies to appropriate patient accounts
- Maintains accounts receivable accounts
- Reconciles accounts receivable
- Performs receptionist and secretarial functions
- Assist members of the Department in day-to-day operations.

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- Position requires cross-training in order to obtain knowledge of office/administrative procedures performed within the Department
- Creates, updates, and maintains Personnel Files
- Maintains up-to-date material safety data sheets (MSDS)
- Maintains
- Training log records
- Distributes Department information through web-based programs
- Logs reservations for Department facilities and vehicles
- Maintains cleanliness of primary administrative vehicle
- Assists with processing of refunds
- Distributes pre-hospital outcome data
- Creates Department log books
- Tracks reports utilizing spreadsheets
- Posts authorized press releases to approved social media and other websites
- Prepares documents for distribution
- Maintains strict patient confidentiality complying with the Health Insurance Privacy Protection Act (HIPPA).

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

QUALIFICATIONS:

- High School Diploma or GED.
- Associates Degree preferred.
- Possess and maintain a valid Florida driver license.
- Two years of secretarial and clerical experience.
- Competency with standard office equipment.
- Proficiency with word processing and computer use.
- Training or education may be considered in lieu of above required qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational skills.
- Ability to communicate effectively and clearly both orally and in writing.
- Ability to understand and follow written and oral instructions.
- Ability to operate a computer and efficiently use multiple software applications such as word processing, spreadsheet, and database programs.
- A thorough knowledge of standard office equipment such as multi-line telephones, ten key calculator, copy machine, fax machine, and postage machine.

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- Ability to acquire knowledge of procedures, terminology, rules and laws pertaining to the Department.
- Excellent and professional telephone skills.
- Ability to handle public inquiries in a professional and courteous manner.
- Ability to maintain strict confidentiality.
- Ability to establish and maintain effective working relationships with Department Directors, fellow employees, constitutional officers, and the general public.
- Ability to independently and efficiently research, prioritize multiple tasks, and to meet schedules and deadlines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;

- Workplace environment is typically indoors, in an office setting.
- Occasional exposure to outside elements when performing courier assignments.
- Noise level is usually moderate.
- Work space may be shared with other Department employees.
- Hours are typical office hours however, overtime and or evening work may be required.
- Telephone activity, conversations, and interruptions from staff and the public are to be expected.

PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods of time.
- Ability to see and hear (with or without corrective devices).
- Ability to adjust focus associated with extensive use of a computer monitor.
- Ability to extensively use a computer keyboard.
- Ability to reach, stand, walk, stoop and bend.
- Ability to lift and/or move up to 20 pounds.

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EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Non-Exempt
Worker's Comp Class Code	8810
EEOC Job Category	Administrative Support
EEOC Job Function	Health
EEOP Job Category	Administrative Support
Safety Sensitive	NO
Safety Category (if applicable)	
Paygrade:	8