# Human Resources

DATE POSTED: **March 18, 2005**

**REQ. # 05-071**

**NOTICE OF JOB OPENING**
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**
**EQUAL OPPORTUNITY EMPLOYER**
**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**
**Telephone (772) 462-1546 Jobline (772) 462-1967**
**http://co.st-lucie.fl.us**

This position must be posted for at least five (5) working days from **03-18-05** TO **03-24-05,** but will remain open until filled.

| DEPARTMENT/DIVISION |
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| **COMMUNITY SERVICES** |

| POSITION AVAILABLE |
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| **COMMUNITY SERVICES TECHNICIAN I** |

| # OF OPENINGS |
|---|
| **1** |

| STARTING SALARY |
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| **$ 10.62 / hour** |

| COMMENTS |
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| VETERANS PREFERENCE |
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| It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department. |

**JOB CODE 771**
**PAY GRADE 10**
**SALARY: $10.62 - $15.97**
**COMMUNITY SERVICES TECHNICIAN**

**MAJOR FUNCTION:** Moderately difficult and varied clerical or secretarial work. Performs a variety of higher level clerical and routine administrative functions, dealing with employees, interdepartmental divisions, vendors and the public. Works under the general direction of the immediate supervisor.
Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.
**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**
**Knowledge:** Knowledge of modern office practices and procedures, and commercial arithmetic. Knowledge of business English, spelling and punctuation. Knowledge of general filing systems. Knowledge of modern office computer programs, techniques of effective verbal and written communication. The ability to speak and read Spanish is desirable.
**Abilities:** Ability to type at a minimum speed specified. Ability to understand and follow written and oral instructions. Ability to operate standard office machines. Ability to learn quickly and to adhere to prescribed routines. Ability to serve the public promptly and courteously. Ability to keep routine records and to make simple reports. Skill in typing with reasonable speed and accuracy. Ability to maintain a filing system. Ability to answer the phone and greet the public in a courteous and businesslike manner. Ability to establish and maintain effective working relationships with the public and fellow employees.
**ESSENTIAL JOB FUNCTION:** Answer phone calls, assess requests, and transfer to proper office. Takes phone messages and processes them promptly. Greets public with courtesy and tact and give non-technical information. Maintain a daily log of all phone calls and walk-in traffic. Sorts and delivers mail. Types letters, memorandums, reports and other written documents as directed. Processes documents and maintains files. Assemble data in appropriate form for use in completing required reports. Completes and mails routine forms of form letters. Assists co-workers when requested with screening applications or gathering of necessary information and data for files. Makes copies of documents and properly distributes same. Makes calls and/or sends fax messages as requested. Maintains appointment schedules when necessary. Performs related work as requested or assigned.
**ESSENTIAL PHYSICAL SKILLS:** Good hand/eye coordination. Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to enable the reading of instructions either hand written or computer generated. Must have good command of English language and be able to hear normal telephone conversation. The ability to speak and read Spanish is desirable.
**WORK HAZARDS:** Possible visual dysfunction due to computer work.
**SAFETY EQUIPMENT USED OR NEEDED:** None.
**EDUCATION:** Graduation from high school or possession of an acceptable equivalence of a diploma with courses in typing and other commercial subjects.
**EXPERIENCE:** Two (2) years experience in office operations, including computers and stenographic/clerical work. An equivalent amount of training and experience may be substituted for the minimum qualifications.
**LICENSE, CERTIFICATION, OR REGISTRATION:** Must have a valid Florida Driver's License and maintain a good driving record.

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| Union | Non-Union ✔ | Exempt | Non-Exempt ✔ |