County of Monroe
The Florida Keys

BOARD OF COUNTY COMMISSIONERS
Mayor Danny L. Kolhage, District 1
Mayor Pro Tem Heather Carruthers, District 3
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Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date May 20, 2015

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **STAFF ASSISTANT, SOCIAL SERVICES, PLANTATION KEY** IS NOW OPEN AT PAY GRADE **105** SALARY, **$30,835.89 - $47,795.63 /40 HPW.**
(DEPENDING ON QUALIFICATIONS)

- **VETERANS PREFERENCE AVAILABLE:** ☒ YES ☐ NO
- **SAFETY SENSITIVE POSITION:** ☐ YES ☒ NO
- **GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)** ☐ YES ☒ NO

THIS POSITION: ☒ **IS A CAREER SERVICE STATUS POSITION**
☐ **IS NOT A CAREER SERVICE STATUS POSITION**

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
CSWEL012

P.P.

MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: STAFF ASSISTANT	Date: 07-24-98
Position Grade: 06	Job Code: 6-10
FLSA Status: NON-EXEMPT	

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Performs regular and advanced clerical functions. Answers telephones and greets clients/visitors and directs the individual to the appropriate department/person. Provides staff support to supervisor. Prepare routine documents and correspondence.

KEY RESPONSIBILITIES

1. Answers phone inquiries from clients/visitors and directs them to appropriate department/individual. *
2. Types, files, updates, compiles and prepares department reports. *
3. Coordinates schedule for Supervisor and department employees. *
4. Opens and distributes incoming mail and sends outgoing mail.
5. Records payroll, coordinates vacation and schedules for work.
6. Attend meetings to take minutes.
7. Maintain office supplies for the department.
8. Prepares billing information for the Finance Department.

***Indicates an essential job function**

Position Title: STAFF ASSISTANT **Position Grade: 06**
Job Code:

KEY JOB REQUIREMENTS

Education: High School Diploma or GED required.

Experience: 2 years to 3 years prior related work experience required.

Impact of Actions: Makes recommendations or decisions which usually affect the entire department.

Complexity: Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations..

Decision Making: Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

Communication with Others: Regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.

Managerial Skills: Involves no responsibility or authority for the direction of others.

Working Conditions/. Physical Effort:. Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

Position Title: STAFF ASSISTANT **Position Grade: 06**
Job Code:

APPROVALS

Department Head:

Name: Timothy J. McGarry Signature: [signature] Date: 4/5/99

Division Director:

Name: Timothy J. McGarry Signature: [signature] Date: 4/5/99

County Administrator:

Name: _____ Signature: [signature] Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____