

# **LAKE WORTH DRAINAGE DISTRICT**

## **JOB POSTING**

### **Administrative Assistant**

#### **GENERAL DESCRIPTION:**

Entry-level to mid-level support position responsible for clerical office duties, greeting public visitors, answering phone and email inquiries, and providing administrative assistance to multiple departments. Requires a positive and professional demeanor, strong work ethic, initiative, and excellent communication skills. Must be proficient with standard office equipment and software. Processes permit applications and application payments accurately and efficiently. Work is performed under general supervision of the District Clerk.

#### **ESSENTIAL JOB FUNCTIONS:**

- Answer incoming phone calls and emails, address routine inquiries directly, screen and transfer to appropriate staff, and take detailed messages.
- Greet visitors, direct them to the correct personnel or department and maintain a welcoming reception area.
- Provide general administrative support to staff, including photocopying, faxing, scanning, and mail distribution.
- Stamp and prepare outgoing mail; coordinate postal services and courier vendors.
- Maintain office supplies and stationary inventory; submit monthly supply requisitions.
- Oversee reception area and auditorium setup; ensure meeting rooms are arranged for internal and public events.
- Update and track department calendar, including meetings, employee absences and room reservations.
- Operate and maintain office machines: computer workstations, fax machines, copiers, postage meter, and printer.
- Ensure the reception desk is staffed at all times during normal work hours.
- Process permit applications: receive and review applications for completeness; input applicant data into permit database; notify applicants of missing information or next steps.
- Accept and record payments, issue receipts and prepare monthly deposit reports as required.
- Perform other related duties as assigned to support efficient office operations.

#### **MINIMUM QUALIFICATIONS:**

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

High school diploma or equivalent; post-secondary coursework or certification in office administration is a plus. One to two years of general office or administrative experience, preferably in a public-facing role.

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

- Proficiency in Microsoft Office suite (Word, Excel, Outlook) and comfortable learning new software applications.
- Strong attention to detail with an ability to produce accurate and high-quality work products.
- Excellent verbal and written communication skills; able to interact professionally with the public and staff.
- Ability to prioritize tasks and adjust to changing demands.
- Reliable, punctual, and able to maintain confidentiality or sensitive information.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction) to view a computer screen and read printed materials.
- Acceptable hearing (with or without hearing aid) to communicate with visitors and answer phones.
- Ability to sit or stand for extended periods and operate office equipment.
- Ability to access and retrieve information from file cabinets and shelving (light lifting up to 15 pounds).
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**ENVIRONMENTAL CONDITIONS:**

- Works indoors in a standard office environment with routine exposure to computer screens, office noise and public interaction.

**Salary Grade:** Starting pay is \$20.08 (\$41,766.40) – rate commensurate with experience

Interested candidates should submit an application, along with their resume at <http://www.lwdd.net/employment-application>.

Lake Worth Drainage District is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. Preference in appointment will be given to eligible veterans and spouses in accordance with applicable law. Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and that certain servicemembers may be eligible to receive waivers for post-secondary educational requirements, in the employment by the state and its political subdivisions and are encouraged to apply for the positions being filled. A Veterans' Preference Information form is available upon request.