PART TIME RECEPTIONIST

PART TIME POSITION WORKING 22 HOURS A WEEK
Salary Range: $9.43/HR—$12.07/HR

Regular, part-time position working afternoon shift, 22 hours per week, Monday through Friday, and as needed for employee events, day or night shifts and weekends as required based upon the needs of the agency and division. Duties include greeting persons entering the Sheriff’s Office, determining the nature and purpose of their visit, and directing them to specific destinations. Operate telephone switchboard by answering, screening and forwarding calls, as well as, providing information. Collect, sort, distribute, and prepare mail, messages, and courier deliveries. Maintain and update the agency telephone extension list and other documents utilized by the position. Perform administrative support tasks as assigned by supervisor including scanning and redacting important personnel documents.

QUALIFICATIONS: High school diploma or GED required. Minimum of 1-year work experience involving public contact; excellent communications skills; problem solving; ability to handle multiple tasks simultaneously; good computer skills. Must have experience in computer applications including Microsoft Office, Excel, Access, PowerPoint, and other computer applications. Knowledge of Citrus County geography and familiarity with Citrus County Government functions preferred.

REQUIREMENTS

- Must be a U.S. Citizen or resident alien.
- Must have the ability to think and act quickly, calmly, and appropriately in emergency situations.
- Must not have tattoos on your hands, neck, or face.
- Must not have used, tried, experimented, or possessed ANY illegal controlled substance in the past 12 months.
- Must not have used, tried, experimented, or possessed ANY illegal controlled substance classified as a schedule I or II substance (excluding marijuana) in the last 5 years.
- Must successfully complete a background investigation including drug testing.

EMPLOYER PAID BENEFITS

- Florida Retirement (Regular Risk)
- Sick Leave

Send applications to the following address:
Human Resource Division
Citrus County Sheriff’s Office
1 Dr. Martin Luther King Jr. Ave.
Inverness, FL 34450

Contact Human Resources (352) 726-4488 for more information
On-line employment applications are available at www.sheriffcitrus.org
Equal Opportunity Employer MF/D/V
Drug-Free Workplace

“All hires, transfers and promotions within the Citrus County Sheriff’s Office are made without regard to race, sex, religion, national origin, age marital status, or disability.”