



# THE TOWN OF EATONVILLE

## POSITION VACANCY

**Division/Department: LEGISLATIVE**

**Location: TOWN HALL**

**Job title: ADMINISTRATIVE ASSISTANT**

**Reports to: TOWN COUNCIL LEGISLATIVE**

**Level/Grade: I**

**POSITION# 536-I-A**

**SALARY- \$12.00/HR**

**Type of position:**

Full-time

Part-time (NO BENEFITS)

Contractor

Intern

**Hours: 20/per week**

Exempt

Non-exempt

**General Description:** The Legislative Assistant develops and plans legislative performs Administrative, functions, draft memorandums, and letters considerable contact with the public, provides office support services to the designated Supervisor and/or departments. **ESSENTIAL JOB FUNCTIONS-** Maintains Calendar and schedule appointments and advises Town Council of important meetings. Reviews and coordinates responses to invitations and correspondence received for Council members. Maintain calendars, follow-up on requests made by Council members with attention to detail and timelines on such requests; gathering information requested by Council members; performs special projects assigned by Council members; make travel arrangements. Organize and assemble material needed for meetings, conferences. Maintain files and documents in an orderly and accurate manner. Compile and complete data for Council as requested. May assist staff in Administrative duties at the discretion of the Council.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of business English, spelling, punctuation and grammar. Thorough knowledge of modern office practices, procedures, systems, computer, and office equipment, Internet search, Google Calendars. Ability to keep accurate records, filing system, organizational skills highly recommended; ability to articulate both orally and in writing. Advanced skill in the operation of office equipment including adding machines, copy machines, telephone systems (including updated word for windows and software). **Ability** to exercise independent judgment and discretion; Ability to work cooperatively and courteously with others. Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; Work is mainly performed in an office environment, noise levels are usually moderate. Work well under pressure and ability to handle stress. Job may require weekend work from time to time.

### **EDUCATION AND EXPERIENCE:**

High School Graduate, with two (2) years relevant experience supplemented with Administrative and general office work experience and a minimum of five (5) years of Administrative experience. Computer literate with extensive experience in MS and Word and Excel.

Send resumes' to: Town of Eatonville, P.O. Box 2163, Eatonville, FL 32751

or email to: [cwilliams@townofeatonville.org](mailto:cwilliams@townofeatonville.org)

\*Deadline to apply is: 12/16/2019