

San Carlos Park Fire Protection & Rescue Service District

EMPLOYMENT OPPORTUNITY

Repost July 6, 2023

Internal/External Posting

Receptionist/Data Entry: \$30,370.00 starting salary. Position is 40 hours per week and works under the direction of the Fire Chief. He/she will do secretarial and clerical work involving delegated administrative duties from Supervisors. Duties may involve the use of independent judgment under general supervision, knowledge of Departmental procedures, regulations, and District policies. Accuracy and completeness of work is essential. Employees are frequently required to relieve other office staff of routine operational details by performing a variety of administrative tasks. The work requires exercising mature judgment and a basic knowledge of divisional relationships, programs, and goals. Additional responsibilities include coordination and resolution of a variety of assignments, effective communication with the public and all levels of District personnel to maintain effective and efficient operations. A written evaluation will be made based on work performance, attainment of Departmental objectives, observation of results, review of activities, review of written and reports and through periodic conferences with Supervisor.

Graduation from an accredited High School or hold an acceptable equivalency diploma.

Associate degree in related field preferred. Must have general Knowledge of information technology related systems to include but not limited to Microsoft Office (Word, Excel, SharePoint etc.) and other related platforms and programs. Basic experience in office machines.

Minimum two (2) years secretarial/data entry training and/or experience. An equivalent combination of training and experience may be substituted for the above requirement.

Please submit resumes to 19591 Ben Hill Griffin Parkway, Fort Myers, FL 33913.

Submission of resume deadline is noon, Friday, July 28, 2023

EOE/DFW/Veteran' Preference

