



OFFICE OF THE STATE ATTORNEY
10TH JUDICIAL CIRCUIT

STATE ATTORNEY BRIAN HAAS

SERVING POLK, HIGHLANDS, AND
HARDEE COUNTIES

JOB ANNOUNCEMENT

JOB TITLE:	Clerical Specialist I	POSTING DATE:	8/31/2023
DEPARTMENT:	Front Desk/Switchboard	CLOSING DATE:	Until Filled
CLASS CODE:	6031	WORK SCHEDULE:	M-F 8AM-5PM
PAY GRADE:	42	JOB LOCATION:	Sebring
ANNUAL SALARY:	\$31,200.00	FLSA STATUS:	Included
EEO CODE:	06	RETIREMENT:	Regular

DISTINGUISHING CHARACTERISTICS OF WORK:

This is clerical work in the operation of a switchboard, which involves the responsibility for accuracy in placing and answering calls, remembering names and location of agency personnel, and agency organizational routines. Bilingual employees will assist in translations.

ILLUSTRATIVE DUTIES:

This is routine work in the operation of a switchboard and is performed under the general supervision of an administrative superior. Duties require limited knowledge of office systems or procedures and exercise of some independent judgment, attention to detail, and accuracy.

Duties include but are not limited to answering all incoming local and long-distance calls and making the proper connection to the person or office requested; placing outgoing local and long-distance calls; keeping records of long-distance calls and messages which cannot be delivered immediately; placing interoffice calls; answering routine non-technical questions and referring other questions to the proper person or office. Duties also include acting as receptionist, registering callers and visitors, directing them to the proper office and giving routine information.

Assignments may be a combination of, but not limited to the following, and/or similar clerical tasks: entering and updating information into office systems, pulling files, preparing folders, preparing or filing office correspondence and documents, extracting or copying information from one record to another, photo copying/printing documents, stamping/sorting/distributing mail, addressing envelopes, performing various office delivery runs and other miscellaneous duties as required. Other duties may include maintaining detailed records, developing new clerical procedures, requisitioning/ordering/receiving/storing/issuing office supplies. Bilingual employees will assist in translations.

NOTE: DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic phone systems; ability to communicate effectively;
- Dependable and routine in-office attendance during regularly scheduled business hours;
- Ability to focus and pay attention to detail;
- Ability to read and comprehend;
- Efficient typing skills;
- Effective and efficient communication skills and ability to interact professionally with other employees, members of the public and stakeholders;
- Perform quality work within deadlines;
- Ability to operate a computer and other office machinery;
- Ability to run the telephone system and respond to calls professionally;
- Ability to answer phone and take messages as required;
- Ability to read and follow rules, regulations, policies and procedures;
- Work effectively as a team contributor as well as independently;
- Comply with all Public Records statutes and policies;
- Travel as required;

EDUCATION/MINIMUM QUALIFICATIONS:

A high school diploma or equivalency or an equivalent combination of training and experience. A qualifying typing test score may be required for designated position.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions;

BENEFITS:

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

POLICIES:

The State Attorney's Office has a harassment-free workplace policy and professional conduct requirement. Employees must practice safe workplace procedures and follow policies and procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

HOW TO APPLY:

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann
Personnel Director
State Attorney's Office
255 North Broadway
Bartow, FL 33830
Telephone: (863) 534-4898
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.