

# SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT

## JOB DESCRIPTION

**Position:** Administrative Assistant

**Salary Range:** Hour: \$13.80 – \$24.84      Annual: \$28,704.00 - \$51,667.20

**Classification:** Non-Exempt      **Reports to:** Office Coordinator

**Daily hours:** 8 (7:30 a.m. – 4:00 p.m.)

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### DISTINGUISHING FEATURES OF WORK

South Walton County Mosquito Control District (SWCMCD) is a Florida Special Taxing District founded in 1964 to control mosquitoes and other nuisance insects to improve the quality of life in beautiful South Walton County. SWCMCD's goal is to serve the district by suppressing both pestiferous and disease-carrying mosquito populations to a tolerable level in the safest, most economical manner, while utilizing a variety of methods to minimize potential effects on people and the environment, while maximizing value to the district's taxpayers. Every employee should display a positive attitude with servant leadership capabilities.

### SUMMARY

Serves as the primary receptionist for the District maintaining a positive image for the District while answering phone calls, processing service requests from citizens, and assists District personnel with clerical needs. The Secretary / Receptionist reports to the Office Coordinator (OC) and assists as needed.

SWCMCD believes that in order to ride on our bus you must know the 10 Rules for The Ride of Your Life (The Energy Bus, Jon Gordon).

- You're the Driver of the Bus.
- Desire, Vision and Focus move your bus in the right direction.
- Fuel your Ride with Positive Energy.
- Invite People on Your Bus and Share your Vision for the Road Ahead.
- Don't Waste Your Energy on those who don't get on your Bus.
- Post a Sign that says "No Energy Vampires Allowed" on your Bus
- Enthusiasm attracts more Passengers and Energizes them during the Ride.
- Love your Passengers.
- Drive with Purpose.
- Have Fun and Enjoy the Ride.

### SWCMCD Bus Riders:

- Participate in job-related training.
- Maintain good relationships with employees, the public and others.
- Participate in a team environment where initiative, creativity, and a positive attitude are encouraged and rewarded.
- Show evidence of the ability to practice a high level of confidentiality.
- Must be willing to participate in and enthusiastically look forward to team building and personal development.

## PRIMARY JOB DUTIES

- Greet visitors and answers the phone in a courteous manner.
- Provide clerical assistance for all District employees.
- Process service requests using the District's software package.
- Make arrangements for all required advertising needs.
- Assist the OC in preparing State Activity Reports and accident reports as required.
- Maintain and order office supplies, as needed.
- Answer a multi-line phone system, take accurate messages, and relay the formation to the appropriate individuals.
- Assist in maintaining the District's property records.
- Maintain and clean front offices and board room as required.
- May process minutes of Board and other official meetings.
- Learn all office activities and become knowledgeable in adulticide principles and practices through on the job training.
- May be required to conduct adulticide spray missions for mosquitoes at night or early in the morning, as need arises.
- Submit a complete and accurate adulticide spray report after each mission.
- Conduct adulticide spray missions as need arises.
- Perform other projects and duties as assigned.

## SUPERVISORY RESPONSIBILITIES

None

## MINIMUM QUALIFICATIONS

- High School Diploma or equivalent GED.
- Valid Florida Drivers License and be insurable.
- Knowledge of basic computer operation and the ability to use software applications
- Obtain within 1 year a Florida Public Health and Core license.
- Must be able to obtain a current State of Florida Notary Public Commission within six months (6) of hire and maintain as current.
- Ability to accurately type 40 words per minute.

**Experience** Receptionist/Secretary: 1 year (Required)

**Language** English (Required)

**Work authorization** United States (Required)

**Required travel:** 25% (Preferred)

## WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Moderate physical activity is required on a periodic basis including lifting, reaching, pulling and carrying up to fifty (50) pounds, stooping, standing, bending, sitting for long periods of time while driving a vehicle. Walking for long distances and climbing over and around natural obstacles. Must be able to use hands and fingers to type, grip and operate a variety of hand tools and other equipment. Excellent vision, both close and distance.

A Florida driver's license is necessary as each employee will be expected to drive a district vehicle in congested areas which may include: residential, industrial, communities, subdivisions, and forested roadsides. Field work will be performed primarily outdoors in all weather conditions. When in the field you could be working in close proximity to snakes, spiders, insects and other animals. Employees can experience exposure to moderate and loud noise levels, moving mechanical parts, mud, fuel and fumes. Employees will work with and around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions.