



HAINES CITY

POSITION ANNOUNCEMENT

POSITION TITLE: Part-time Receptionist

DATE OPENED: 08/01/2017

DEPARTMENT: Police Department

HIRING RANGE: \$ 10.00 hourly

SUMMARY/OBJECTIVE:

Under the direction of the City Clerk, performs assigned duties necessary to support the clerical functions and needs of City Departments and/or Divisions.

ESSENTIAL FUNCTIONS:

Performs assigned duties necessary to support the clerical functions and needs of the Police Department, other City Departments and/or Divisions. Duties include, but are not limited to, manning the City Hall Receptionists area, taking and direction phone calls, assisting visitor inquiries, light clerical work, reporting suspicious activity or behavior to appropriate personnel, and logging in and out visitors.

REQUIREMENTS:

- Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, and one (1) to three (3) years proven work related experience is required.
- Prior receptionist or call center experience is preferred.
- Work requires the ability to read and type letters, memos, documents, etc.
- Work requires the ability to develop spreadsheets.
- Must possess good oral and written communication skills.
- Must possess good organizational skills.
- Ability to establish and maintain effective working and professional relationships with City and other public employees, public officials, contractors, consultants, vendors, media and the general public.
- Thorough knowledge of Microsoft Word, Excel and Power Point.

OTHER REQUIREMENTS:

Must possess a valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics