

Alachua County Board of County Commissioners

Agenda Coordinator

\$38,634.13 - \$60,014.45 Annually

Closing Date: 07/21/17

Minimum Qualifications:

High school diploma or equivalent and four years experience in administrative assistant / executive secretary capacity; or any equivalent combination of related training and experience. College course work will substitute for experience on a year for year basis Successful completion of a criminal history background investigation is required prior to employment. Applicants within six months of meeting the education/experience requirement will be considered for trainee status.

Please apply on-line at <http://www.alachuacounty.us/employment>. Please direct inquiries regarding this position to (352) 374-5219.

Applicants with disabilities will be accommodated in the application process.

Preference in initial appointment will be given to eligible veterans and spouses of disabled veterans.

ALL OFFERS OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT DRUG TEST

TDD users, please call 711 (Florida Relay Service)

AN EQUAL OPPORTUNITY EMPLOYER M.F.V.D.

Pursuant to Florida's open records law, applications and resumes are subject to public disclosure.