

JOB TITLE: Records Specialist I

POSTING DATES: Until position is filled

WORK LOCATION: LaBelle, Hendry County, Florida

PURPOSE OF JOB: To provide administrative and clerical support to ensure the efficient operation of the office and to assist in the preparation of a fair and equitable tax roll.

DUTIES AND RESPONSIBILITIES:

- Ability to communicate with the public in a professional, courteous and effective manner
- Answer the phone and direct calls to the appropriate colleague, take and distribute messages
- Assist in taking Exemption Applications, answer questions in relation to ownership, values and other related questions
- Verify documents to ensure correct placement, legibility and completeness of information
- Operate all general office equipment
- Assist in record retention maintenance; such as shredding, discarding and replacing forms

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Knowledge of relevant software applications including MS Office
- Effective communication skills
- Ability to prioritize, organize and complete work on a timely manner
- Attention to detail and accuracy
- Confidentiality
- Bilingual fluency in English and Spanish highly desired

TO APPLY: Application may be obtained from the Hendry County Property Appraisers Office from 8:30am to 5:00pm, Monday through Friday located:

25 E. Hickpochee Ave
Room A329
LaBelle, FL 33935-5015

HENDRY COUNTY PROPERTY APPRAISER IS AN EQUAL OPPORTUNITY EMPLOYER

HENDRY COUNTY PROPERTY APPRAISER IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND SPOUSES