



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF
HONESTY, INTEGRITY, AND RESPECT.

LOCATION: Lee County
DIVISION: Human Resources
POSITION TITLE: Administrative Assistant

DESCRIPTION:

The Human Resources Assistant focuses on a wide variety of administrative duties. This fast-paced position handles a variety of matters such as scheduling (interviews, orientations, meetings), coordinating new hire processes, disseminating policy and procedures, producing reports, finger-printing staff, printing/producing ID badges, and assisting staff as needed. Knowledge of MS Outlook, Word, and Excel is required. Many of the tasks within the HR Division are time-sensitive and require that assignments be completed efficiently to meet deadlines. The ability to prioritize tasks in this a fast-paced environment is essential.

This position works closely with all staff and good written and verbal communication skills are important and, having a professional and courteous demeanor is beneficial. The HR Dept. fields questions from staff that may require research – so the desire to assist others is most important. In this position other database and outside agencies will be utilized to assist staff (BOMS, People First, FRS, etc.).

The ability to work independently is imperative. An interest in learning new processes and procedures, along with the desire to advance your career, will ensure your success in this position.

EDUCATION AND TRAINING:

Any combination of training and experience equivalent to graduation from a standard high school or an equivalency diploma.

SKILLS AND ABILITIES:

- Must maintain high level of confidentiality in all matters
- Detail oriented, well organized, and able to multi-task and prioritize duties
- Dependable, responsible and have the ability to work independently as well as within a team environment
- Have a positive attitude and the ability to work with various groups and committees
- Have the ability to follow written and verbal instructions and communicate effectively
- Maintain personnel records, keeping in compliance with applicable regulations
- Process employment applications and interview schedules
- Have a desire and willingness to develop additional skills in the Human Resources profession

To Apply: Submit a resume and SAO20 Employment Application to supportstaffapplicant@SAO20.org.