

TOWN OF LADY LAKE

VACANCY ANNOUNCEMENT

All positions are regular full-time unless otherwise noted. Applications are only accepted for positions that are **currently open**. A separate application must be submitted for each position. Each application or resume must include the position title for which you are applying.

INTERNAL AND EXTERNAL APPLICANTS

Staff Assistant (Part-Time)

SALARY RANGE: \$9.92/hour

DEPARTMENT: Police Department

CLOSING DATE: Open until filled

Clerical and administrative support work in the Police Department. Performs duties of a staff assistant nature. Assists personnel in the Records, Investigations and Administrative divisions as needed to include complying with Public records requests.

High School Diploma or General Education Degree (GED) equivalency. At least Two (2) years of general clerical experience.

All interested applicants must submit an application and resume. Applications and resumes will be accepted in the Human Resource Office or fax to 352 751-0230 or e-mail to tdelee@ladylake.org. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. Equal Opportunity Employment/ Drug-Free Workplace/ADA

DATE POSTED: April 13, 2017
