



## CITRUS COUNTY MOSQUITO CONTROL DISTRICT

### Receptionist

Hours 8:00 am–4:30 pm M-F

**\$17.00-\$26.00 Hourly / \$35,360.00-\$54,080.00 Yearly**

#### MAJOR FUNCTION

Duties and responsibilities are to ensure the front office desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

#### MAJOR DUTIES

- Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- Greet and welcome guests.
- Answer, screen and forward incoming phone calls.
- Input requests for service into the computer.
- Data entry.
- Receive, sort and distribute daily mail/deliveries.
- Arrange training, travel and accommodations.
- Maintain security by controlling access via the reception desk.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, faxing and scanning.
- May apply pesticides during times of increased arthropod activity.

#### KNOWLEDGE, SKILLS, & ABILITIES

- Proven work experience as a Receptionist, Front Office Representative or similar role.
- Considerable knowledge of general office policies, procedures and practices.
- Solid written and verbal communication skills.
- Considerable knowledge of computer software and operation.
- Proficiency in Microsoft Office Suite.
- Professional attitude and appearance.
- Ability to be resourceful and proactive when issues arise.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Customer service attitude.

#### RECOMMENDED MINIMUM QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate.
- Possession of a valid Driver License.
- Possession of current Florida Department of Agriculture & Consumer Services Public Health Certification required within six months. Employees lacking this certification when hired will start 5% below the starting pay rate.

Citrus County Mosquito Control District is a drug free work place and will require a pre-employment drug screening.