

PART TIME CLERK (.5 FTE)
Florida Commission on Ethics

JOB TITLE

Part-time Clerk (.5 FTE)

THE WORK YOU WILL DO

Duties include answering phones, scanning, copying, filing, processing mail, and other related duties as required.

Hours are 8:00 a.m. to 12:00 p.m., Monday - Friday

OUR ORGANIZATION

The Florida Commission on Ethics is an independent nine-member body, supported by a staff in Tallahassee, that is dedicated to upholding and promoting the highest standards of integrity in public service. The Commission investigates alleged breaches of public trust, issues binding ethics opinions, and administers the State's financial disclosure laws.

Knowledge, Skills and Abilities

- Ability to regularly lift 25+ lbs.
- Ability to follow office procedures and practices.
- Ability to communicate effectively, verbally and in writing.
- Ability to utilize a computer proficiently.
- Ability to organize files, records, and/or other materials.
- Ability to work both independently and as part of a team.
- Ability to prioritize tasks and complete assignments accurately and on time.
- Ability to interact professionally with public officers, public employees, and

Minimum Qualifications

A high school diploma or its equivalent. Must possess a valid driver's license and clean driving record.

Salary

Salary is \$15,600 annually.

The Legislature offers a competitive benefits package.

Submission of Application

Interested parties may apply at GovernmentJobs.com

APPLICATION DEADLINE

Open until filled.

ACCOMMODATION FOR DISABILITY

If an accommodation is needed for a disability, please notify Human Resources at (850) 488-6803.