



**Juvenile Welfare Board of Pinellas County**  
**Job Opportunity**  
**November 9, 2021**

**SALARY RANGE: Min. \$14.81 (Hourly) Mid. \$19.00 (Hourly) Max. \$23.19 (Hourly)**

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

**Position Title:** Office Assistant/Receptionist  
**Reports to:** Workforce Manager

**Department:** Administrative Services  
**Status:** Non- Exempt

**Position Purpose:**

This position operates the front desk of the Juvenile Welfare Board of Pinellas County building. Responsible for answering general inquiries and providing information to the staff, general public, visitors, and other interested parties regarding activities conducted at the Juvenile Welfare Board. It provides clerical support to the Human Resources (HR) Unit and other internal JWB Departments as needed.

**Key Responsibilities:**

- Greet visitors in the lobby reception area of the Juvenile Welfare Board, answer incoming telephone calls, respond and/or transfer to the appropriate party.
- Work with peers to coordinate telephone and front desk coverage.
- Process incoming and outgoing mail, packages and deliveries.
- Coordinate and schedule conference rooms at JWB.
- Provide clerical support to the HR Unit in HR matters such as: new hire orientation, preparation of board memos, agendas, correspondence, forms, and manuals. Take meeting minutes, make copies and distribute documents.
- Purchase and maintain office supplies; initiate purchase requisitions, track orders and department payments, and monitor budget expenditures, etc.
- Scan, file and retrieve documents in Laserfiche.
- Provide administrative support to the Chief Executive Office as needed.
- Maintain calendars, schedules, confirm appointments, and make travel arrangements as needed.
- Assist with event planning and the coordination of activities at conferences, meetings, and other public events.
- Coordinate activities and prepare materials for a variety of meetings, conferences, committees, special projects.
- Support JWB's emergency and security protocols and report emergency and suspicious situations as needed.
- Other duties as assigned.

**Specifications:**

- High school diploma plus two years of experience performing clerical tasks in an office setting; Associate degree preferred.
- Prior experience handling customer service calls, interacting with public or related duties.
- Proficient in word processing, spreadsheets, electronic calendar, graphic software, applications, desktop publishing and access data base software applications.
- Expert at organizing and prioritizing work.
- Ability to communicate effectively verbally and in writing.
- Ability to welcome and assist visitors in a public setting.
- Ability to work independently.
- Switchboard experience preferred.

**Additional Requirements:**

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver's license and/or access to reliable transportation

**Interested Applicants, please submit resumes by Wednesday, November 24, 2021 to:**

**Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.**

**14155 58th Street N. Clearwater, FL 33760**

**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://www.jwbpinellas.org)**

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.*

*Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.*

*Applicants interested in claiming Veterans' Preference please apply at: [www.jwbpinellas.org](http://www.jwbpinellas.org)*

*All applicants are advised that applications in Florida become a matter of public record upon receipt.*