

SECRETARY/ADMINISTRATIVE ASSISTANT beginning salary \$10.00 per hour,(4 ten hour days): Bradford County is accepting applications for a full time Secretary/Administrative Assistant in the Road Department. This is a responsible, clerical position involving a wide variety of detailed clerical tasks, including: 1) good knowledge of office practices and procedures; 2) ability to receive the public with considerable poise, tact, patience and courtesy; 3) skilled in operation of office equipment: typewriter, computer, calculator, telephone, copier, fax machine; 4) high school graduate or equivalent. The deadline for accepting applications is 4:00 p.m. Thursday, April 8, 2010. Applications may be picked up and returned to the County Manager's office in the north wing of the Bradford County Courthouse, 945 N. Temple Ave., Starke, Florida, Monday thru Friday, 8:00 a.m. to 5:00 p.m. The county reserves the right to reject any and all applications. EQUAL OPPORTUNITY EMPLOYER