



**NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:**

**ADMINISTRATIVE AIDE (full-time; hourly; non-exempt):** The purpose of this position is to assist the Police Department with budgeting, accounts payable/accounts receivable, grant applications, inventory and other administrative duties as assigned by the Supervisor to meet departmental needs and responsibilities. The work is performed exercising individual discretion, confidentiality and independent judgment.

**Minimum Requirements:**

High school diploma or GED and five years of applicable experience or Associate Degree and one year of experience. A valid Florida Driver's license. Ability to understand and comply with Departmental rules and regulations and follow Supervisor's written and verbal instructions in English.

**Preferred:** Associate of Arts Degree. Vocational/technical training or experience in law enforcement/legal office setting; grant writing/application experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Typing/keyboarding 30+ wpm.

**Duties:**

Computer word processing and basic database management. Responsible for confidential assistance with administrative tasks, preparing a variety of advisory data and information such as financial statements/reports, budgets, contracts, invoices, billing statements, grant applications, grant fund expense reports and adhere to State statutes, city ordinances, procedures, guidelines and provide non-routine correspondence.

**Benefits:**

Salary DOQ. Full time benefits include vacation and sick leave, holiday pay, 100% health insurance and Florida Retirement System (FRS) pension from start date.

*Applicants must complete all requirements established by the City of Florida City for employment. This may include, but not limited to, a written examination, typing test, polygraph examination, comprehensive background investigation, and drug/alcohol screening test.*

**MUST SUBMIT POLICE DEPARTMENT APPLICATION**

AVAILABLE FOR DOWNLOAD AT:

[www.floridacityfl.gov/jobs](http://www.floridacityfl.gov/jobs)

**OR**

copies are available at the Police Department Dispatch window  
**Equal Opportunity Employer/Drug Free Workplace**

**Resumes will only be accepted with a completed Police Dept. application.**

Send via mail or in person to:

Human Resources  
404 West Palm Drive  
Florida City, Fl 33034

DATE OF POSTING: 09/01/2022

CLOSING DATE: open until filled