

Administrative Tech II (Part Time) Glades

Pay: \$18.64 per hour

Average hours per week: 24

Work location: Glades District Parks Field Office, Pahokee

Join Our Team!

We're looking for a reliable, detail-oriented Administrative Tech II to help keep our district office running smoothly. If you enjoy organizing, multitasking, and being the go-to person for keeping operations on track, this role is for you.

What You'll Do:

- Perform intermediate-level administrative tasks
- Handle payroll, purchasing, personnel forms, and record follow-up
- Screen callers and serve as a point of contact
- Work independently with specialized terminology and procedures

You Should Have:

- Understanding of administrative processing steps
- Payroll preparation experience
- Ability to compose correspondence from instructions
- Knowledge of standard office practices and equipment
- Familiarity with County ordinances and regulations
- Strong teamwork and public-interaction skills

Minimum Requirements:

- High school diploma or equivalent
- One (1) year of responsible office experience

To Apply:

Send your resume to:

LJ Pearce, Glades Parks District Manager

Email: LJPearce@pbc.gov

Phone: **561-924-2728**