



**Board of County Commissioners**  
Department of Community Services  
Division of Community & Recreational Programs  
**Animal Services Section**  
**4030 Airport Road**  
**Inverness, Florida 34450**  
**Phone: (352) 726-7660**  
**Fax: (352) 726-4120**

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Job Description Title: Administrative/Clerical/Front Office  
Location: Front Office  
Shift Time(s): All Shifts  
8:00 – 4:00 / Monday thru Saturday  
Minimum Age Requirement: 16+

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Description:

Assisting front office staff with data entry of County license tags submitted by local veterinarians  
Filing  
Utilize copy machine to restock forms  
Confirming clinic appointment via telephone  
Special projects as necessary at the direction of office staff

Skill-Set Requirements:

Type 30 words per minute  
Proper telephone etiquette  
Familiarity with computers is preferred but not mandatory  
Attention to detail for error-free work product  
Flexibility to shift tasks as needed

Requirements (special clothing boots, tools, gloves, etc.):

Tasteful casual wear

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