

CLERICAL POSITIONS

The positions listed below do not represent current job vacancies. Vacancies that occur throughout the year are filled by a selection process in which the appointing authority will choose an applicant who has passed the County clerical test and meets the minimum qualifications of the position. Persons interested in applying for these positions should complete a Volusia County Employment Application (available in all Volusia County Public Libraries, Personnel Services or at www.volusia.org/personnel) and mail it to Personnel Services, 230 N. Woodland Blvd., Suite 262, DeLand, Florida 32720.

Applicants for all of the below positions will be scheduled and notified when they are to take the written test, once Personnel has received the employment application.

Applicants for all of the below positions will be scheduled to take a 100 item multiple-choice written test. The first 50 questions measure verbal abilities (i.e., spelling, alphabetizing, reading comprehension, sentence construction, proper English usage, punctuation and capitalization). The second 50 questions measure quantitative reasoning ability and the ability to follow written instructions (i.e., selecting appropriate numerical values from a simulated computer screen, addition, subtraction, division, percentages, determining appropriate change in a monetary transaction, computing cost of vehicle registration and items to be purchased, determining the numbers of employees in certain pay rates, comparing and verifying amounts/data). One hour and forty minutes (100 minutes) are permitted to take the test, but applicants should plan to be at the test site for a minimum of two (2) hours not counting travel time. Qualified applicants will be placed on appropriate lists of eligibles based on their written test scores of 70% or above.

All of the following positions require graduation from high school or possession of a GED certificate plus any additional requirements listed.

3305	Accounting Clerk	Graduation from high school or possession of a GED certificate and one (1) year of bookkeeping or accounting clerk experience.
3310	Accounting Clerk Senior	Two (2) years of experience as an Accounting Clerk or equivalent.
3315	Accounting Specialist	Two (2) years of experience as an Accounting Clerk Senior or equivalent.
4305	Assessment Records Specialist I	One (1) year of assessment clerical experience or related field.
4307	Assessment Records Specialist II	Four (4) years experience in assessment records work or related field, two (2) of which are as an Assessment Records Specialist I.
1514	Claims Clerk	Four (4) years of progressively responsible clerical experience in claims handling in a risk management or insurance claims office. Possession of a State of Florida Adjusters certification may be substituted for two (2) years experience.
3334	Collection Representative	
	FINANCIAL SERVICES	Four (4) years experience in collections and/or field type work. Possession of a valid Florida Driver's License.
	PROPERTY APPRAISER OFFICE	Four (4) years experience in assessments records work, investigative field work, or related field. Possession of a valid Florida Driver's License.
3820	Permit Technician	Three (3) years of general clerical experience.
4208	Election Specialist I	* Minimums
4213	Election Specialist II	Graduation from high school or possession of a GED and one (1) year of experience in office work.
4214	Election Specialist III	Four (4) years of experience in the Elections Department or similar related experience.

All of the following positions require graduation from high school or possession of a GED certificate plus any additional requirements listed.

3535	Land Development Assistant	Graduation from high school or possession of a GED and three(3) years clerical experience working with the public in real estate, land development, planning, zoning or a related field.
2345	Landfill Attendant	One (1) year of experience handling money or bookkeeping experience and working with the public.
2615	Library Assistant I	* Minimums
2620	Library Assistant II	Two (2) years as Library Assistant I or equivalent.
2621	Library Assistant III	Two (2) year college with an Associates of Arts degree or the equivalent (60 credits), plus one (1) year of paraprofessional library work; or, two (2) years of experience as a Library Assistant II or equivalent.
1110	Office Assistant II	One (1) year of experience as an Office Assistant I or comparable general clerical experience. Some positions may require minimum typing speeds.
1115	Office Assistant III	Two (2) years of general clerical/secretarial work experience. Some positions may require minimum typing speeds.
1116	Office Assistant IV	Three (3) years of clerical/secretarial experience. May be required to demonstrate keyboard skills.
3322	Revenue Specialist	* Minimums
2708	Social Services Aide	One (1) year clerical experience. Experience in social service office, health office, or hospital preferred. Must acquire and maintain a First Aide and C.P.R. certification within six (6) months of appointment.
1010	Staff Assistant I	Three (3) years of general clerical/secretarial work experience or equivalent.
1009	Staff Assistant II	One (1) year of Staff Assistant I work experience with Volusia County or equivalent experience; OR four (4) years of progressively responsible secretarial/administrative assistant or equivalent experience.
1008	Sr. Staff Assistant	One (1) year as a Staff Assistant II; or five (5) years of progressively responsible secretarial/staff assistance experience.

Two (2) years of post high school education can be substituted for two (2) years of required experience.

*** Minimums = Graduation from high school or possession of a GED certificate**