



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 26-27 **Position #:** 232005 **Posting Date:** 8/27/2026 **Application Deadline:** Until filled
Position Title: Office Assistant **Starting Salary:** up to 42,000 DOQ
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Successful completion of a two-year vocational or college level program and two years of relevant experience, or meets education requirements with five years of relevant experience. A Bachelors degree can substitute for one year of experience.

Special Abilities:

- Excellent written and oral communication, and has exceptional attention to detail
- Punctual, Self sufficient, and customer service driven
- Experience in Microsoft Office Suite (Word, Excel, Outlook)

Description of Position:

The Office Assistant is a two-part position reporting to the HR Administrator, with a portion of the role being general clerical duties, and the other assisting with human resources duties. This position is listed as a sensitive positive and will be rescreened at least every five years.

The ideal candidate is the first face of the District and is expected to have the switchboard open and operating promptly at 8:00 a.m. and throughout the day until 5:00 p.m. Relief coverage will be provided for a one-hour lunch, as well as morning and afternoon breaks.

- Greets visitors in a professional and hospitable manner and ensures they properly sign in, receive a visitor badge, and notifies appropriate staff to escort visitors beyond the lobby area
- Professionally answers incoming calls and redirects them to the appropriate staff or transfers call to voicemail when appropriate
- Sorts the Districts incoming and outgoing mail, and packages for pick-up
- Keeps front desk manual and desktop procedures up to date for position's responsibilities
- Responsible for ordering supplies for the Office of Executive Director
- Assists with employee-related events by facilitating sign-ups and distributes information
- Maintains and distributes District phone list
- Serves as a floor warden and attends appropriate training
- Creates Job Opportunity Announcements (JOA), and ensures they are posted to the appropriate locations
- Maintains JOA list, manages postings, tracks employment applications, and notifies hiring manager of new applicants
- Prepares and sends letters of regret to candidates once positions have been filled
- Creates new hire onboarding packet prior to starting date
- Build employees' permanent files and maintain the filing system
- Scans in documents to be uploaded to the Munis software
- Maintains shredding inventory and retention deadlines
- Assists with pulling information for audits
- Maintains the internal Compass HR page with updated information, and enters new employees and resignations into the employee portal
- Serves as Worker's Compensation back up in the event the HR Administrator is not available
- Schedules for pre-employment and other screenings
- Assigns District training to new employees and annually to all staff
- Assists with the District's annual insurance open enrollment
- Utilizes the District's Munis software to input requisitions, look up information, and input bi-weekly personnel actions
- Other clerical duties as assigned

How to apply: Submit a Northwest Florida Water Management District Application and resume to human.resources@nwfwater.com or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.