

WEBSITE

START: 10/22/2025

END: 11/22/2025

THE TOWN OF is seeking a highly motivated, qualified individual to serve as a Building and Planning Administrative Assistant to perform specialized administrative work under the general direction of the Land Use Administrator. Qualified applicant will assist with professional and administrative work such as: customer service, processing building permits, proofreading and editing, having effective oral and written communication skills, ability to complete assignments within stringent deadlines, excellent follow-up skills, ability to be sensitive to political issues, responding to citizen inquiries regarding official actions; knowledge of Public Information and Records Laws, and have the ability to take on additional municipal duties as required.

High School Diploma or equivalent required, associate degree in business preferred and at least two years' experience in the public sector or equivalent work experience required. Individuals must be proficient in Microsoft Word & Excel computer programs and have knowledge of Florida Statutes.

This is a non-exempt (hourly) full-time position. The Town offers extensive benefits programs. Salary is Grade 3: ranging from \$16.23 - \$24.36.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace. Post-offer physical required. Applications and a complete position description may be picked up at Town Hall located at 15859 West County Road 108, Hilliard, Florida from 9am until 5pm Monday through Friday, or printed from the Town's website www.townofhilliard.com. Applications with resumes will be accepted until the position is filled.