



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

MAY 8, 2026

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title:	Receptionist/Office Assistant	Department:	Human Resources
Reports To:	Director of Human Resources	FLSA Status:	Non-Exempt
Pay Grade:	101	Hiring Range:	\$17.57-\$23.72/Hourly (\$36,557.00-\$49,352.00/Annually) Salary is commensurate with experience

Position Purpose:

This position answers inquiries and provides information to the general public, visitors, and other interested parties regarding activities conducted at the Juvenile Welfare Board and provides clerical support to Human Resources and all other JWB Departments as needed.

Key Responsibilities:

- Greets visitors in the lobby reception area of the Juvenile Welfare Board during office hours, answers incoming telephone calls, and responds and/or transfers callers to the appropriate party as needed. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m., with one hour allotted for lunch.
- Works alongside departmental peers to coordinate telephone and front desk coverage.
- Processes both incoming and outgoing mail, packages, and deliveries.
- Coordinates and schedules conference rooms at JWB.
- Provides clerical support to the HR Unit in HR matters such as new hire orientation, preparation of board memos, agendas, correspondence, forms, and manuals.
- Records meeting minutes, makes related copies, and distributes documents as needed.
- Purchases and maintains office supplies, initiates purchase requisitions, tracks orders and department payments, and monitors budget expenditures.
- Posts open employment position profiles, responds in writing to job applicants, and follows-up with staff regarding the status of vacancies and profiles.
- Uploads, classifies, retrieves, and maintains documents in accordance with established Unit/Department record management procedures while adhering to State Law.
- Provides administrative support to the Chief Executive Office as needed.
- Maintains calendars and schedules, confirms appointments, and makes travel arrangements as needed.
- Assists with event planning and the coordination of activities at conferences, meetings, and other public events.
- Coordinates activities and prepares materials for a variety of meetings, conferences, committees, and special projects.
- Supports JWB emergency and security awareness and protocols as needed.
- Performs related work as assigned or required.

Specifications:

- High school diploma or equivalent. Associate's degree preferred.
- A minimum of two (2) years' experience in the performance of clerical tasks in an office setting. Some experience in customer service calls and interacting with the public. Switchboard experience preferred.
- Knowledge of modern office procedures and technology, including electronic calendars, graphic software, databases, and desktop publishing software.
- Knowledge of Microsoft Office Suite programs and their essential functions.
- Skills in work organization and prioritization.
- Ability to communicate effectively both verbally and in writing.
- Reliable and responsible. Ability to welcome and assist visitors in a public setting with a polished and professional presence.

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Physical presence at the JWB building and other sites in Pinellas County is required to perform key responsibilities.

Interested applicants, please submit resumes by Tuesday, May 26, 2026:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt