



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

JUNE 15, 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:	Front Office Assistant	Department:	Human Resources
Reports To:	Director of Human Resources	FLSA Status:	Non-Exempt
Pay Grade:	101	Salary Range:	\$17.57-\$29.87/Hourly (\$36,557.00-\$62,147.00/Annually) Salary is commensurate with experience

Position Purpose:

This position is responsible for coordinating front desk activities which include welcoming guests to the JWB building, answering inquiries and providing information to guests regarding activities, meetings and other events conducted at the JWB building. This position also answers and routes incoming telephone calls, distributes mail and packages, and provides administrative assistance to the Human Resources unit and all other JWB Departments as needed. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m., with one hour allotted for lunch.

Key Responsibilities:

- Coordinates and schedules JWB conference rooms, processes incoming and outgoing mail, packages, and deliveries, and works alongside departmental peers to coordinate telephone and front desk coverage.
- Provides administrative support to the HR Unit with new hire orientations, preparation of memos, agendas, correspondence, forms, manuals, etc.
- Records meeting minutes, makes related copies, and distributes documents as needed.
- Initiates office supplies purchase requests, tracks orders, and ensures materials are received.
- Posts open employment position profiles, responds to job applicants and tracks incoming resumes.
- 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 for conferences, meetings, and other public events.
- Collaborates with the preparation of materials for a variety of meetings, conferences, events, 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. Prior experience in customer service, answering incoming calls and interacting with the public face-to-face desired.
- 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:

- The schedule for this on-site position is Monday through Friday 8:00 a.m. to 5:00 p.m., with one hour allotted for lunch JWB.

**Interested applicants, please submit resumes by Monday, June 29, 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*