

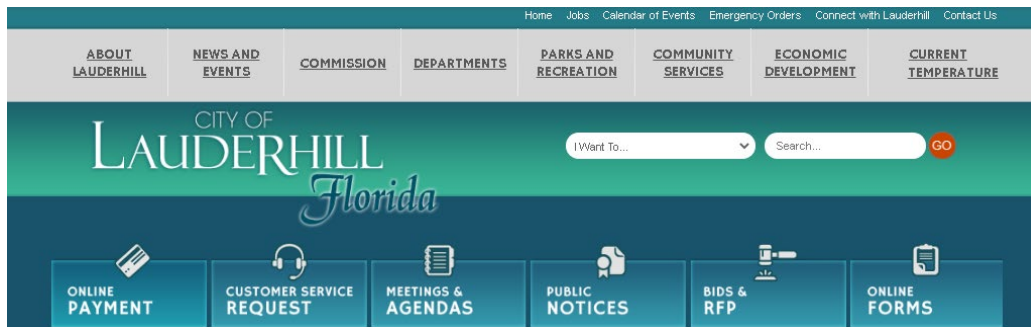


City of Lauderhill Job Opportunities

To request applicant support for your [Government Jobs](#) account,
CALL 855-524-5627 or EMAIL support@governmentjobs.com.

To apply for a job:

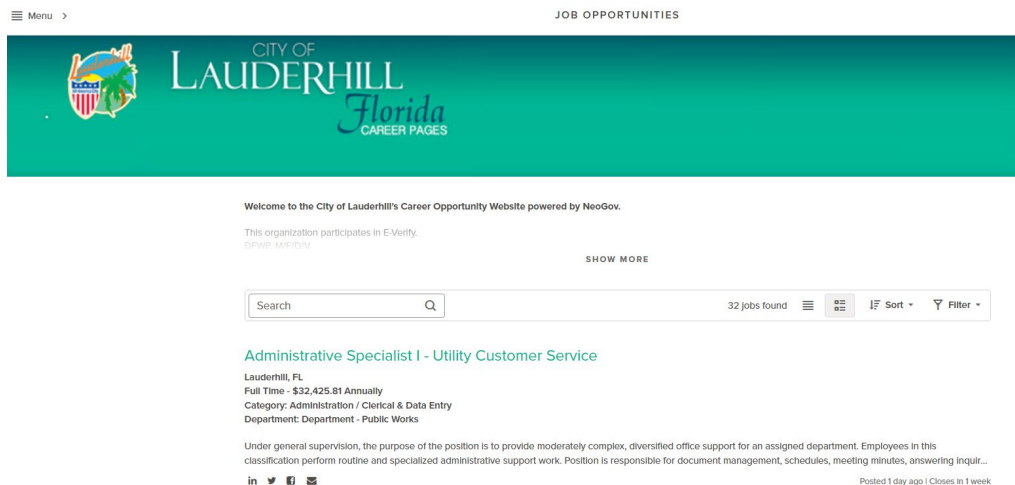
1. Visit www.lauderhill-fl.gov



2. Click on “[Jobs](#)” on the top right to review the [City of Lauderhill job opportunities](#)



3. Click on the job posting(s) that you are interested in





- Review the job requirements for the position

Minimum Training and Experience

High school diploma or GED; supplemented by up to one (1) year previous experience and/or training involving office administrative support; or an equivalent combination of education, training, and experience. Ability to type 35 words per minute.

Please be sure to answer all supplemental questions thoroughly and completely. Please note that if you do not answer all the questions in its entirety, your application may not be further considered in the hiring process. If you have any difficulty understanding or completing the supplemental questions, please feel free to contact the Human Resources Department at 954-730-3090.

- Click on "Apply"



APPLY

Administrative Specialist I - Utility Customer Service

Salary ⓘ	\$32,425.81 Annually	Location ⓘ	Lauderhill, FL
Job Type	Full Time	Department	Department - Public Works
Job Number	2023-0207		
Closing	4/11/2023 11:59 PM Eastern		

DESCRIPTION QUESTIONS

- Create or sign into your [Government Jobs](#) account

SIGN IN TO APPLY [Create an account](#)

All fields are required

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with





7. Complete or update the required fields

- a. Be sure to include your complete job history for the past ten (10) years in the WORK EXPERIENCE section. *All City of Lauderhill applicants are reminded of this with Agency-Wide Question #1.*

Agency-Wide Questions

1. Q: Did you provide at least ten (10) years of complete work history in the Work Experience section, or, if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Work Experience section? If not, please return to the Work Experience section to complete this information. (Please be advised that not including your complete work history, or at least the last ten (10) of your work history, may lead to your disqualification for consideration at any point during the hiring process.)

A: Yes

- b. Be sure to answer all supplemental questions thoroughly and completely. *All City of Lauderhill applicants are reminded of this on the job postings.*

Please be sure to answer all supplemental questions thoroughly and completely. Please note that if you do not answer all the questions in its entirety, your application may not be further considered in the hiring process. If you have any difficulty understanding or completing the supplemental questions, please feel free to contact the Human Resources Department at 954-730-3090.

8. SUBMIT!

Recruitment timelines for each position may vary due to factors, such as the number of applicants, steps in the hiring process, availability of the hiring managers, among others. To follow up on the status of your application, contact the City of Lauderhill Human Resources Department at 954-730-3090.



To submit a digital Job Interest Inquiry:

1. Click on “Menu” on the top left corner of the [City of Lauderhill Job Opportunities Page](#)

☰ Menu >

JOB OPPORTUNITIES



2. Click on “[Job Interest Inquiries](#)”

Menu

☰ Job Opportunities

☰ Job Descriptions

☰ **Job Interest Inquiries**

➤ City of Lauderhill Website

×



3. Select the Job Categories that you are interested in and click “Subscribe”

0 Job Categories selected

✓ Select All ✕ Clear All

My Subscriptions

Subscribe

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Accounting and Finance | <input type="checkbox"/> Administration | <input type="checkbox"/> Clerical & Data Entry | <input type="checkbox"/> Code Enforcement |
| <input type="checkbox"/> Construction Trades | <input type="checkbox"/> Criminology | <input type="checkbox"/> Engineering | <input type="checkbox"/> Fire & EMS |
| <input type="checkbox"/> Fleet Services | <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Grounds & Landscaping | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> IT and Computers | <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Parks and Recreation | <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Planning and Development | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> Public Works | <input type="checkbox"/> Transportation | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Wastewater | <input type="checkbox"/> Water Treatment | | |

4. Complete the required fields and click “Submit”

Job Interest Card

×

Fields marked with an asterisk (*) are required

First Name *

Last Name *

Email Address *

Submit

For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Lauderhill whose category matches one of the categories you've chosen.