



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 2/6/17

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109th avenue, Sweetwater, FL 33174

Passport Agent- POSITION #1098- PART- TIME

Applications will be considered on a first-come, first served bases. Deadline for accepting applications: 2/17/17

Passport agents are responsible for receiving legal documents in order to fully execute a Passport Application. Agents are Responsible for Executing Passport Applications with complete accuracy. Agents are responsible for the answering of incoming phone calls at the office to inform the general public of due process with accuracy and professionalism. Agents are responsible for assuring that all types of forms available from the State Department are fully stocked and assessable for the general public to obtain from our application display located in the reception area of our facility. Agents are responsible to assure that all Executed Passport Applications have been accurately packed and mailed to the correct address as per the State Departments requirements. Agents are responsible for assuring the racking of the Executed Passport applications to ensure that packages have been received by State Department. Agents are responsible to collect fees required for the State Department as well as responsible for collecting execution fee for our facility.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hand to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominantly indoors within a quiet to moderately noisy environment. Must be able to lift, carry and/or push articles weighing up to 20 pounds

This job requires working nights and weekends