

Employer Toolkit



JOB POSTING TEMPLATES & WAGE BENCHMARKS

✓ 1. EEOC Disclaimer (Standard Language)

To comply with federal non-discrimination laws, include this in every job posting or hiring resource:

Equal Opportunity Employer Statement:

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

◆ You can customize slightly to reflect your organization's tone, but the core protections must remain.

✓ 2. General Liability Disclaimer

Use this on your Employer Hub, job description templates, and PDFs to clarify that you're providing general guidance – not legal advice.

Disclaimer:

The information and tools provided on this page are for general informational purposes only and do not constitute legal, HR, or professional advice. Employers are responsible for ensuring their job postings and hiring practices comply with all applicable local, state, and federal laws. Charlotte County and its partners assume no liability for any actions taken based on the contents of these materials.

✓ 3. This data was last updated 10/2025.

Employer Toolkit



JOB POSTING TEMPLATES & WAGE BENCHMARKS

DATA-DRIVEN PAY PRACTICES

When posting a job, it's best practice to include a clear and realistic wage range to attract qualified candidates and build trust from the outset. Use up-to-date data from reputable sources like Employ Florida, the U.S. Bureau of Labor Statistics (BLS), or local workforce boards to benchmark competitive wages for your region and industry. Including a pay range not only improves transparency and application rates, but also supports equity by helping reduce disparities caused by negotiation gaps or unclear expectations. Make sure the range reflects both experience levels and the responsibilities of the role.

Wage Data Resources

1. Employ Florida – Labor Market Information (LMI):
 - Find local wage data by occupation and region across Florida.
 - <https://www.employflorida.com/vosnet/Default.aspx>
 - → Navigate to “Labor Market Information” or search for occupations using the “Services for Employers” section.
2. U.S. Bureau of Labor Statistics (BLS) – Occupational Employment and Wage Statistics (OEWS):
 - View wage ranges by occupation for Florida (or national data).
 - https://www.bls.gov/oes/current/oes_fl.htm
3. CareerSource Florida (Regional Data Portal):
 - a. Offers workforce and wage insights tailored to specific Florida counties and industries.
 - b. <https://careersourcesouthwestflorida.com/>
 - c. → Click “Workforce Statistics” or contact your local CareerSource Southwest Florida office.

Employer Toolkit



JOB POSTING TEMPLATES & WAGE BENCHMARKS

Administrative Assistant – Job Description

Job Title: Administrative Assistant

Location: [Insert Location]

Employment Type: [Full-Time / Part-Time]

Compensation: \$17–20/hour (depending on experience)

Job Summary

We are seeking a detail-oriented Administrative Assistant to support office operations and keep daily workflows on track. This position plays a key role in managing communication, scheduling, and documentation in a dynamic team environment.

Key Responsibilities

- Manage incoming calls, emails, and mail
- Maintain digital and paper filing systems
- Schedule meetings, appointments, and travel
- Prepare and edit documents, reports, and presentations
- Order and track office supplies
- Assist with invoice processing and basic bookkeeping

Required Qualifications

- High school diploma or GED
- 1–2 years of experience in administrative or office support
- Proficient with Microsoft Office (Word, Excel, Outlook)
- Strong communication and organizational skills
-

Preferred Qualifications

- Bilingual (English/Spanish)
- Experience with scheduling tools (e.g., Outlook)
-

EEOC Statement

We are proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status.

Charlotte County

Employer Toolkit



JOB POSTING TEMPLATES & WAGE BENCHMARKS

Skilled Trades Technician – Job Description

Job Title: Skilled Trades Technician (e.g., HVAC, Electrical, Plumbing)

Location: [Insert Location]

Employment Type: [Full-Time]

Compensation: \$22–30/hour (based on experience)

Job Summary

Join our team as a Skilled Trades Technician responsible for installing, repairing, and maintaining residential and commercial systems. Ideal candidates bring technical expertise, safety training, and a commitment to quality craftsmanship.

Key Responsibilities

- Install, inspect, and repair HVAC/electrical/plumbing systems
- Read blueprints and technical diagrams
- Maintain accurate service records
- Follow all OSHA and site-specific safety protocols
- Communicate with clients regarding service needs and timelines

Required Qualifications

- High school diploma or equivalent
- Valid state license or certification in relevant trade
- 2+ years hands-on experience
- Familiarity with tools, codes, and industry standards

Preferred Qualifications

- OSHA 10 or 30 Certification
- EPA certification (for HVAC roles)
- Ability to train apprentices

EEOC Statement

[Same as above]

Charlotte County

Employer Toolkit



JOB POSTING TEMPLATES & WAGE BENCHMARKS

Medical Assistant – Job Description

Job Title: Medical Assistant

Location: [Insert Clinic or Employer Name]

Employment Type: [Full-Time / Part-Time]

Compensation: \$18–22/hour

Job Summary

We're hiring a compassionate Medical Assistant to support patient care in a fast-paced clinic. You'll perform intake, update electronic health records, and assist providers with exams and procedures.

Key Responsibilities

- Greet patients and record vital signs
- Maintain accurate patient records (EHR/EMR systems)
- Prepare rooms and instruments for exams
- Support scheduling and follow-up communications
- Follow HIPAA guidelines and clinical protocols

Required Qualifications

- High school diploma or equivalent
- Completion of Medical Assistant training program
- CPR/First Aid certified

Preferred Qualifications

- Certified Medical Assistant (CMA or RMA)
- 1+ years experience in outpatient or clinic setting

EEOC Statement

[Same as above]

Charlotte County

Employer Toolkit



JOB POSTING TEMPLATES & WAGE BENCHMARKS

Customer Service Representative – Job Description

Job Title: Customer Service Representative

Location: [Insert Location or Remote]

Employment Type: [Full-Time / Part-Time]

Compensation: \$16–19/hour

Job Summary

As a Customer Service Rep, you'll be the first point of contact for customers, handling inquiries and resolving issues with empathy and efficiency. We're looking for strong communicators who enjoy helping people.

Key Responsibilities

- Respond to phone, email, and chat inquiries
- Resolve product/service issues and escalate when needed
- Document customer interactions in CRM software
- Provide accurate info about products, policies, and timelines
- Meet performance goals for response time and satisfaction

Required Qualifications

- High school diploma or equivalent
- 1+ years of customer service experience
- Clear verbal and written communication skills
- Computer skills and typing proficiency

Preferred Qualifications

- Experience with call center or CRM software
- Bilingual a plus

EEOC Statement

[Same as above]

Charlotte County

Employer Toolkit



JOB POSTING TEMPLATES & WAGE BENCHMARKS

Warehouse Associate – Job Description

Job Title: Warehouse Associate

Location: [Insert Location]

Employment Type: [Full-Time]

Compensation: \$16–18/hour

Job Summary

We're seeking a dependable Warehouse Associate to support shipping, receiving, and inventory control. This hands-on role is essential to ensuring accurate, timely delivery of products.

Key Responsibilities

- Receive, label, and store incoming shipments
- Pick and pack orders for delivery
- Operate forklifts or pallet jacks (if certified)
- Track inventory and report discrepancies
- Maintain cleanliness and safety in warehouse areas

Required Qualifications

- High school diploma or GED
- Ability to lift 50+ lbs regularly
- Familiarity with warehouse operations

Preferred Qualifications

- Forklift certification
- Experience with warehouse management systems (WMS)

EEOC Statement

[Same as above]

Charlotte County