

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: CITY CLERK'S OFFICE

GENERAL DESCRIPTION

Responsible administrative work managing various functions and responsibilities in the City Clerk's Office in a flexible, professional manner

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office management practices
- Advanced clerical experience (typing, filing, research, etc.)
- Knowledge of the use of the Microsoft Office (Word, Excel, Access, PowerPoint) and other equipment
- Purchasing and invoice control
- Accounts payable
- Knowledge of Local Business Tax collection procedures
- Knowledge of Page Maker and web based software desirable
- Ability to handle multiple phone lines
- Skill in public relations
- Ability to work independently
- Strong organizational skills and ability to work under pressure
- Perform multiple tasks simultaneously

EDUCATION AND EXPERIENCE:

- High school graduation or possession of an acceptable equivalency diploma
- Five (5) years in responsible office and administrative procedures

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods

ENVIRONMENTAL CONDITIONS:

- Busy office environment
- Stressful situations

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: STAFF ASSISTANT

DEPARTMENT: VARIOUS

GENERAL DESCRIPTION:

Clerical, secretarial and staff assistant work which includes the operation of a PC keyboard.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit. Functions as office receptionist.
2. Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Takes notes and minutes of conferences, meetings and functions as required.
3. Prepares forms and composes letters. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for others use. Opens, prioritizes and processes mail.
4. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data into computer containing technical terminology. Retrieves data for reports.
5. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains office supplies.
6. Other duties as may be assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters, etc.
- Knowledge of office practices and procedures.
- Knowledge of mathematics.
- Knowledge of the unit and City's policies, procedures and practices.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to type from dictaphone (if required) or in taking dictation.

- Ability and skill to operate a PC, keyboard, computer or mouse.
- Ability to communicate using speaking, hearing and visual skills.
- Skill in the use of taking dictation or of transcription from a dictaphone (if required).

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. One (1) year work experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Types at 40 words per minute

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)