

CITY OF FRUITLAND PARK

TITLE: Office Assistant (Part-Time)

CATEGORY: Community Development Department

GENERAL DESCRIPTION:

Responsible clerical position working with the public while assisting the department with various office responsibilities and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Gives information in person or by telephone to other departments and the public, applying knowledge of rules, regulations, and procedures relating to the Community Development Department
- Maintain alphabetical and numerical files as necessary for proper record keeping
- Inputs various data into computer using word-processing based software or word processor. Accesses, inputs, and retrieves information from a computer
- Performs routine office duties and other duties as assigned
- Processes incoming and outgoing mail
- Operates office machines such as adding machines, fax, copier, plotter, and other general office machines with accuracy
- Regular attendance

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of City Government preferred
- Knowledge of math, business English, and vocabulary
- Ability to accurately prepare forms, documents, and reports
- Ability to establish and maintain an effective working relationship with other employees, other departments, officials, other government offices and the public
- Ability to communicate courteously and effectively both verbally and in writing
- Ability to understand, apply and maintain complex regulations and oral instructions
- Ability to handle cash receipts and maintain filing systems
- Ability to perform clerical functions of the position with accuracy and efficiency
- Ability to access, input, and retrieve information from a computer using Microsoft Word, Excel and other programs used in the Community Development Department

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- Minimum two (2) years general clerical experience; Building Department work preferred

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver’s License and a driving record acceptable to insurance provider
- Notary Public preferred or attain within three (3) months of employment

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate orally
- Ability to sit at a desk and view a screen display for extended periods of time
- Ability to lift up to 20-25lbs
- Ability to stand for extended periods of time

ENVIRONMENTAL CONDITIONS:

- Inside office environment

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Full- Part-Time

Time/Part- Monday through Friday

Time 10:00AM to 3:00PM

Salary Range Salary range is \$12.00/hour. No Benefits.

Closing Date September 4, 2020

Position Office Assistant

Division Community Development

Post Internal
Days 0

Number of
Openings 1

Exempt/Non-
Exempt Non-Exempt

Open Date 8/25/2020

Location City Hall; 506 West Berckman Street, Fruitland Park, FL 34731