



The City Beautiful

City of Coral Gables Job Description

Job Title: Clerical Assistant I
Department: Various
Classification: 0011
Pay grade: 11C
FLSA: Non-Exempt

Prepared Date: 2/06
Approved By:
Approved By:

Summary

Performs a variety of routine office, clerical and related duties using established procedures. Work is assigned, completed, and reviewed under the guidance of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs a variety of office and clerical functions which include typing, editing and distributing correspondence, scheduling appointments, routing inquiries and correspondence, maintaining records, filing, etc.

Receives incoming phone calls, answers questions, provides information and routes calls appropriately.

Prepares a variety of forms, labels, etc.

Collects fees and fines.

Processes documents and applications which require procedural knowledge. Reviews documents for accuracy, obtains necessary signatures, routes appropriately and follows up accordingly.

Records information, compiles data, and completes reports.

Prepares documents for storage.

Disseminates and dispatches work orders.

Ensures that supplies are properly ordered and maintained.

Issues supplies and equipment to co-workers and maintains corresponding logs.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, policies, and procedures, rules and regulations. Knowledge of office practices, systems and equipment. Ability to perform many tasks in a relatively short time frame. Ability to operate computers and other office equipment. Good oral and written communications skills along with good organizational skills is necessary. Computer literacy and the ability to utilize computer word processing and spread sheet software. Ability to maintain records and files. Ability to accurately type 30 words per minute. Ability to perform routine clerical work, including the ability to spell correctly, use good English and to make simple arithmetical calculations. Ability to establish and maintain effective working relationships with co-workers and the general public.

Physical Requirements

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, hands to fingers dexterity, 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. Considerable amount of time spent using computer. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Minimum two years clerical experience.

A comparable amount of training or experience may be substituted for the minimum education requirement.