



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Part-Time Property Clerk  
**Department:** Police  
**Classification:** Part-Time  
**Pay grade:** \$19.00 per hour  
**FLSA:** Non- Exempt

**Prepared Date:** 03/2015  
**Approved By:** Elsa I. Jaramillo-Velez  
Cathy Swanson-Rivenbark

### Summary

Clerical work involving research conducted over the computer and telephone.

### 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.

Reviews property related paperwork and prepares appropriate forms detailing the findings from their research gathered from both the computer and telephone calls made.

Organizes, files, scans, and assists full time Property Clerks with the dissemination and collection of all property related paperwork.

Operates standard office equipment such as personal computer, telephone, scanner, and copy/facsimile machine.

Performs other related tasks as required.

### Knowledge, Skills, and Abilities

Knowledge of routine office practices and procedures. Ability to work independently, prioritize assignments and meet assigned deadlines. Ability to understand and follow oral and written instructions. Ability to establish and maintain effective working relationships with co-workers, staff, and the general public. Ability to clearly and concisely communicate findings in writing. Ability to perform administrative duties, operate computer and office equipment.

### 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, have hands to fingers dexterity to 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, copies and fax machines. 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 of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience**

High school diploma or equivalent required.

Must be a U.S. citizen and pass a background investigation.