



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Office Staff
Department: City Manager's Office
Classification: 0011
Pay grade: \$15-22/hour
FLSA:

Prepared Date: 7/2016
Approved By: HR/CM



Summary

Performs a variety of office and clerical work in accordance with established office procedures. Work is assigned and reviewed under the guidance of the City Manager.

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 clerical duties which include data entry, maintaining records or logs and filing.

Assists public and other departments by answering questions, acquiring information, providing general assistance, receives complaints and resolves problems.

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

Compiles data and prepares a variety of forms and reports.

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, calculator and other office equipment. Good oral and written communications skills along with good organizational skills are necessary. Computer literacy and the ability to utilize computer word processing and spread sheet software. Ability to maintain records and files. 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. Considerable amount of time spent standing. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and cash register. 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 10 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, customer service or accounting experience preferred.

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