



The City Beautiful

City of Coral Gables Job Description

Job Title: Clerk I
Department: Public Works
Classification: 0105
Pay grade: 12C
FLSA: Non-Exempt

Prepared Date: 6/2016
Approved By: HR/CM

A handwritten signature in blue ink, consisting of a stylized 'S' or '8' shape enclosed in a circle.

Summary

Performs varied, specialized clerical work according to established procedures. Responsible for light bookkeeping, accounts payable/receivable and customer service duties. Responsibilities may include assisting public at the Public Facilities reception area, data entry, and records maintenance. Work is assigned and reviewed under the general 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 basic clerical duties to include maintaining logs, making copies, assembling materials and preparing labels for mailings, and entering basic data into a computer. Operates fax machine, copier, scanner and computer. Processes invoices for payment. Verifies information, approvals, and account codes.

Assists public and other departments by answering questions, acquiring information, providing general assistance, and general information regarding city services, refers other questions to appropriate personnel.

Assists in sorting mail and filing.

Provides support and performs other related tasks for the department as required.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of the principles and practices of accounts receivable, accounts payable, and bookkeeping. Ability to make arithmetic computations and tabulations. Ability to maintain detailed records, conduct research and compile data into reports. Ability to operate computer, calculator and other office equipment. Ability to communicate effectively with management, co-workers, the public and City officials. Good written and oral communications skills are necessary.

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, use hands to fingers, 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.

Minimum Education and Experience

High school diploma or equivalent. Coursework in accounting or bookkeeping preferred.