



The City Beautiful

City of Coral Gables Job Description

Job Title: IT Jr. Technician
Department: Information Technology
Classification: Part-time
Pay Rate: \$12.36/hour
FLSA: Non-Exempt

Prepared Date: 2/08
Approved By: Gee M. Chow
Approved By: Marjorie H. Adler

Summary

Under the direction of the Senior IT Analyst or the Chief Information Officer, provides clerical, technical and general office support to the IT department.

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.

Operates computer for data entry.

Prepares, sorts and distributes correspondence.

Organizes, matches and sorts a variety of documents in alphabetical and numerical order for filing.

Files documents accurately following department established filing system.

Researches and gathers materials for assembly.

Fills out and processes forms.

Performs inspections and premises stocking.

Performs other related tasks as required, including basic manual labor.

Knowledge, Skills, and Abilities

Ability to communicate effectively verbally and in writing is essential and to follow basic instructions. Ability to establish and maintain effective working relationships with employees, supervisors and department directors. Good organizational skills. Ability to maintain records and filing systems, ability to perform basic alphabetical and numerical tasks and ability to maintain confidentiality. Able to follow the City's rules and regulations as well as department policies.

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, reach above and below shoulders, 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, printer, copier and fax machine.

Considerable amount of time spent using computer and sitting organizing department documents. 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 60lbs.

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 Special Education Diploma.

Microsoft Office and similar software tools helpful.

Identified clerical skills gained through High School, Volunteering and/or skills learned at home.