



CITY OF ALACHUA

JOB DESCRIPTION

CLERICAL ASSISTANT

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks and Recreation Director

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

Responsible for performing a variety of general clerical, typing and related office duties within a department. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

1. Assists department in various clerical support activities such as processing records, inputting data, supply data, types letters, reports and other correspondence.
2. Enters invoices data into the computer. Runs various reports.
3. Posts record information and files departmental materials as required.
4. Types forms, folders, envelopes and other related information on established format. Operates office machines
5. Acts as a receptionist when necessary.
6. Processes and checks records and forms for completeness and accuracy; verifies need for correction or change with supervisor if necessary. Processes paper work for initial contacts to completion.
6. Helps prepares materials and other information for various meetings.
7. Assists with sports registration process.
7. Answers telephone and provides general information about departmental activities; refers appropriate calls to supervisor.
8. Receives, opens and refers mail to other department personnel.
9. Accesses, inputs and retrieves data from a computer.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATION:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English and spelling. Knowledge of mathematics. Knowledge of office practices and procedures. Ability to understand and follow oral and written instructions. Ability to make mathematics computations and tabulations accurately and with reasonable speed. Ability to learn assigned clerical tasks readily and to adhere to prescribed routines. Ability to operate a PC. Skill in typing accurately.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Some clerical experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access, input and retrieve information from a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to type at as prescribed and operate other standard office machines.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature