

CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE:	Administrative Specialist III	STATUS:	Hourly
DEPARTMENT:	Finance	PAY GRADE:	579

POSITION SUMMARY: This is a clerical support position which performs a variety of duties including clerical, accounting, inventory and records control, personnel records, customer service, etc. Requires telephone, computer, public contact, communication, typing, filing, organization, financial, and reporting skills, with special emphasis on the tact, courtesy, and congeniality required in daily interaction with the public, co-workers, and City officials; typing and/or data entry; and inventorying and maintaining supplies and documents. Qualifications and a summary of essential duties and responsibilities are set forth below.

ESSENTIAL JOB FUNCTIONS:

- Provide clerical support including typing, filing, copying, assembling, researching, corresponding, scheduling and related activities.
- Receive and disseminate telephone calls utilizing centralized switchboard system.
- Receive and refer visitors/customers to appropriate departments or agencies.
- Monitor and order inventory and office supplies.
- Process daily internal and external mail distribution.
- Receive cash for payment of bills or fees; counting money and making change; issuing receipts and maintaining routine records; routine calculations, posting, and verifying accounting transactions.
- Key or post entries for various activities that may include utility receipts, daily cash sheets, accounting journal entries, and payroll preparation.
- Assist in preparation of periodic reports which may include basic research, summarizing departmental activities or records, reconciliation, loss histories, personnel, and payroll Federal, State, and Local tax filings, etc.
- Assist departmental personnel as assigned, and perform related work as required by Supervisor.
- Work safely, diligently and responsibly at completing assigned duties.
- Performs other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

JOB STANDARDS:

Education and Experience: Any combination equivalent to the education and experience described below that provides the knowledge, abilities, and skills to perform the essential job functions would be qualifying.

Education: High School Diploma or GED as issued by an accredited State Board of Education. College level course work or specialized training in related skills preferred.

Experience: One (1) or more years of full time clerical, secretarial, accounting, customer service work or equivalent skills preferred. Specialized training courses in applicable field preferred. Proficient in Word and Excel software programs preferred.

Licenses & Certifications: Valid Florida Driver's License and must be insurable by the City's insurance carrier.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: Sitting, standing, use of finger, arms, hands, and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctible) are essential. Stretching/reaching, bending at waist, squatting, walking, handling, grasping, light lifting and/or carrying (up to 15 lbs) are frequent. Pushing, pulling, kneeling, climbing, balancing, turning, feeling, medium lifting and/or carrying (up to 30 lbs) are occasional.

Equipment: Personal computer, telephone, copy machine, facsimile, calculator and other small office equipment.

Skills & Expertise:

- Ability to read, comprehend, implement and complete written and/or oral directions in English. Knowledge of business English, punctuation, spelling and arithmetic. Skill to communicate effectively in a clear and concise manner both orally and in writing.
- Ability to provide a high level of customer service and maintain a good public image by interacting courteously and efficiently with the public, Supervisors, co-workers and City Officials.
- Accurate skill in typing, and/or ability to input information into computer systems efficiently and accurately.
- Ability to maintain confidentiality of personnel, payroll, and other customer records consistent with state requirements.
- Basic knowledge of the methods of handling, receipting and maintaining records of money received and ability to handle monies efficiently and accurately.
- Ability to make efficient and accurate arithmetical calculations utilizing 10-key calculator, and use of various computer hardware and word processing and spreadsheet software programs.
- Ability to operate an automobile safely.
- Ability to follow directions, perform assigned duties accurately, timely, and effectively while working carefully and complying with safety rules.

- Willingness and ability to exercise sound judgment, and perform at a high level of efficiency and productivity.
- Willingness and ability to comply with the City's regulations and procedures and actively support the Departments and the City's goals, programs, and objectives.
- Ability to work independently and confidentially without close supervision.
- Ability to maintain acceptable attendance record.

ENVIRONMENTAL FACTORS:

Job Location: Primary work location is with the Customer Service Division of the Finance Department located in Brooksville, Florida.

Work Environment: Working inside office environment is constant. Working alone, around noise, working with others and with customers is constant. Working with computers and office equipment is constant.

NON-ESSENTIAL/SECONDARY FUNCTIONS: Performs any additional duties as directed or assigned by the Utilities Billing Supervisor or other management staff.

- Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

<u>HR INFORMATION</u>		REVISED: December 28, 2017
FLSA STATUS: Non-Exempt/Hourly	EEO Category:	W/C Code:
Pay Grade: 579	Pay Range:	