



City of Lake Helen

Job Description

Position Title: Temporary Part-time Administrative Assistant
Category: Non-Exempt
Pay Classification: 101
Starting Pay: \$14.00 per hour not to exceed 30 hours per pay period

MAJOR FUNCTION: A highly responsible advanced clerical position supplying administrative support and performing a variety of advanced administrative, clerical and related duties.

ILLUSTRATIVE DUTIES:

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Receives public and assists with customer service questions.
- Meets the public, gives non-technical information and explains well-defined rules, as well as screening and referring office callers.
- Maintains general office organization, filing and supply ordering.
- Performs routine and repetitive clerical work which follows established procedures.
- Sorts and files correspondence, reports, vouchers, or other materials numerically, alphabetically or by other established classifications.
- Sorts and distributes mail.
- May enter data in computer system or personal computer.
- Basic Website Management
- Completes and mails routine forms or letters, and posts data from forms or form letters on cards or other records.
- Operates office machines including copy machine, adding machine, typewriter, calculators, fax machines, etc.
- Assists Public Utility Department including but not limited to:
 - Maintains water department database
 - Provides water department data processing
 - Provide office assistant functions for Public Works department
- Performs financial work including but not limited to:
 - Assistance with accounts payable, account receivable, payroll, utility billing



City of Lake Helen

Job Description

- Works within financial software to assist in bank reconciliation
- Preparation of daily deposits slips for multiple City fund accounts
- Administers Petty Cash for City Hall, Public Works and Police Department
- Performs related work as required.

MINIMUM REQUIREMENTS:

Knowledge, Skills and Abilities

- Ability to exercise sound independent judgment, discretion and tact.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the overall function and responsibilities and services rendered by the unit to which assigned.
- Ability to understand and follow oral and written instructions.
- Ability to learn and perform assigned clerical duties readily and adhere to prescribed routines.
- Ability to perform routine secretarial tasks as required by the position.
- Ability to meet and deal effectively with the public and employees.
- Ability to maintain effective working relationships with other department heads, public officials, and financial institutions.
- Thorough understanding of financial software and MS Office software including Excel.
- Ability to maintain and organize records.
- Ability to plan and organize own work.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to work with limited supervision and ability to work with the public.
- Ability to be cross trained.
- Knowledge of accounting procedures and uniform accounting codes.

Licenses, Certifications, Registrations

- Possession of a valid Florida driver's license.

Education, Experience and Training

- High School diploma or equivalent.
- An Associate's Degree in Accounting or a related field (i.e., finance, business administration) is desirable.



City of Lake Helen

Job Description

- Five years experience working in a business or government setting with demonstrated administrative ability.
- Five years experience working with Word, Excel, Powerpoint, Outlook and Adobe.
- Two years working in accounting or related field.
- Employment history demonstrating progressive responsibility, including work with professional service providers and the general public.
- An equivalent combination of education, training, and experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend instructions, procedures, memos, financial reports, formatted financial statements, and letters. Ability to do general mathematical calculations including basic accounting and bookkeeping. Ability to write and speak clearly and concisely to relay information, data, and details to others. Ability to express ideas and relay information.

Physical Demands: Sedentary work. Able to lift up to 20 pounds. Ability to see, talk; finger dexterity for data entry, bend, stoop. Ability to look at a computer screen for long periods.

Environmental Demands: Inside work.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____