

**CITY OF STUART  
JOB DESCRIPTION**

**Title:**                   **PART-TIME OFFICE ASSISTANT**

Department:       City Clerk  
Job Code:           9020  
Grade:              2  
Exempt Status: Non-Exempt (Part-Time)

***Approximately 16 hours per week***

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of the City Clerk or designee, performs diversified clerical tasks including those of a routine nature and those specialized to the department. Work is reviewed verbally, through written reports or through observation upon work completion for compliance with work orders and established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1.   Assists staff with scanning, various projects, and computer data entry. Organizes and prepares records for storage and retention.
2.   Assists department in filing correspondence, answering telephones and responding or directing calls appropriately.
3.   Prepares copies and collates various records and reports.
4.   Assists in providing record requests for staff and public.
5.   Computer responsibilities include data input; file creations and maintenance, preparing graphics and charts for reports under the direction of the director or designee.
6.   Prepares numerous correspondences such as memorandums, spreadsheets, statistical tables, and letters as directed.
7.   Assists the public with information requests and other duties as required.

October 1999  
Revised September 2002  
Revised March 2007  
Revised October 2011  
Revised for City Clerk specific August 2013  
Revised November 2021

**Part-Time Office Assistant City Clerk - continued**

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or equivalent. Some college preferred. Must have excellent typing skills and proficiency with a varied range of computer application programs. Must be highly attentive to detail and able to produce precise, quality deliverables. Local government experience highly desirable.

Possession of a valid Florida Driver's License as required for the position.

**B. Knowledge, Abilities and Skills:**

Working knowledge of Microsoft Outlook, Word and Excel.

Knowledge of office terminology and professional business English, grammar and spelling.

Knowledge of modern office practices, procedures, and methods.

Ability to understand and follow oral and written instructions.

Ability to operate modern office equipment.

Ability to type, enter data and accurately produce required correspondence and reports in a timely manner.

Ability to work independently and in a team environment.

Skilled in producing computer correspondence and reports.

**C. Physical Requirements:**

Task involves some physical effort in frequent standing, walking, bending, stooping, stretching, pulling and moderate

**Part-Time Office Assistant City Clerk - continued**

lifting (30+ pounds; standard dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended periods of time at the keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires sound perception and discrimination.  
Task requires color perception and discrimination.  
Task requires depth perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.

Part-Time Office Assistant City Clerk - continued

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee