

**CITY OF STUART  
JOB DESCRIPTION**

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

**Department:** Community Services

**Division:** 10<sup>th</sup> Street Center

**Job Code:** 9020

**Grade:** H05

**Exempt Status:** Non-Exempt

**CHARACTERISTICS OF THE CLASS**

Under general supervision of the Division Manager, provides primary clerical support to the department and functional area. Responsibilities include a variety of clerical tasks, including non-routine assignments, organization and tracking of all youth/adult program areas, and heavy public contact duties. Work is reviewed through conferences, observation of work in progress and written reports for results obtained and adherence to established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Maintains filing systems of correspondence, registration information, forms, revenue, receipts, permits, reports and records.
2. Creates advertising materials such as brochures and fliers and notifies community and family members with program information through different media sources.
3. Responds to telephone inquiries; greets and assists the general public; provides information and directs callers; acts as a receptionist.
4. Gathers, tracks and compiles program information and rosters as needed for grant; Inputs data into database; reports outcomes.
5. Operates a photocopier, shredder, computer, printer, calculator, facsimile machine, typewriter, pager, and intercom system.

**Office Assistant I - Community Services - 10<sup>th</sup> Street - continued**

6. Opens, sorts and distributes correspondence; monitors inventories and requests supplies and equipment; may maintain office and rooms for general cleanliness and safety.
7. Acts as liaison between department staff and the general public.
8. Types and proofreads correspondence, reports, forms, applications, and press releases.
9. Schedules facility and park rentals, meetings and activities.
10. Responsible for accurately handling incoming revenues and refunds.

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; supplemented by two (2) years of responsible clerical experience including use of computers and standard software applications; or an equivalent combination of training and experience.

Valid Florida Driver's License as required for position.

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

Knowledge of business English and arithmetic.

Knowledge of departmental and municipal rules, regulations, policies and procedures.

Knowledge of modern office terminology, methods, practices, and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.

Ability to make accurate arithmetic calculations and maintain records.

Ability to interpret and apply established policies and procedures.

Ability to communicate information tactfully and impartially.

Ability to maintain current and complex records and prepare reports.

Ability to develop, install and communicate clerical procedures from general instructions.

Skill in the operation of modern office equipment.

**C. Physical Requirements:**

Task involves some physical effort in frequent sitting, bending, stooping, reaching and moderate lifting (30 pounds) and standard dexterity in the use of finger, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a 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 odor perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination

Task requires oral communications ability.

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Community Services Director

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