



City of Bradenton Job Descriptions

Job Title: Clerical Assistant 2-Executive

Date Prepared: August 27, 2015

Department/Location: Public Works & Utilities – Executive Section

FLSA Status: Non-exempt

Bargaining Unit: None

Classification: Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

Supervision Exercised: None

Supervision Received: Assistant Director, Director and Section Managers

General Purpose of the Position: To provide a wide variety of skilled clerical work in a public contact setting, answering multi-line telephone, routing calls, greeting staff and general public and providing pertinent information. Routine clerical duties include records maintenance, report preparation, form preparation and word-processing services. Performs technical and administrative work involved in managing meetings and conferences such as agenda preparation.

Essential Duties and Responsibilities:

- Type a variety of reports and correspondence.
- Prepare reports, narratives and statistical tabulations.
- Maintain department files.
- Prepare public notices as may be required.
- Answers telephone in a clear and concise tone and in a professional manner. Direct calls to appropriate internal staff.
- Provide backup support for processing work orders from incoming calls and/or city website; assign work orders to appropriate internal staff.
- Coordinating schedules of Section Managers, Director and Assistant Director, to arrange meetings with both internal staff and external vendors and general public.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

- Knowledge of business English, grammar, arithmetic and spelling.
- Knowledge of modern office practices and procedures.
- Computer and word processing skills are essential.
- Ability to work independently and complete assignments in a timely manner.
- Ability to make independent judgments and decisions.



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- Ability to maintain complex records.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Knowledge of job-related software as required by Department.
- Familiarity or ability to achieve, with Department rules, regulations and standard procedures.
- Occasional lifting of file boxes required.
- Sufficient strength and agility to handle daily clerical tasks as assigned.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used and Computer Equipment/Software Requirements: Facsimile machine, adding machine, mobile radio, telephone, cell phone, office computer, copier, printers, and scanner. Proficiency in MS Office software, ability to learn Public Stuff Pro software, ability to learn MUNIS software and the ability to adapt to other software programs with ease. May be asked to occasionally drive non-CDL vehicles.

Education and Experience Required: Must have a high degree of clerical aptitude and the ability to perform a wide spectrum of clerical functions with accuracy. A high school diploma or GED equivalent. Minimum of one (1) year of diversified office clerical experience required. Vocational or business administration training may be considered as equivalent experience.

Environmental Conditions: Work is primarily performed in inside (office setting).

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position.

Pay Grade: 109

Salary Range: Minimum: \$12.56/hour **Maximum:** \$18.84/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director _____

Date 12-29-16

Human Resource Director _____

Date 1/11/17

*Updated Dec 2015

**Updated Jun 2016