



# City of Bradenton Job Descriptions

## **Job Title: Clerical Assistant 2**

<b>Date Prepared:</b>	August 27, 2015
<b>Department/Location:</b>	Public Works & Utilities – Public Works Section – Fleet Division
<b>FLSA Status:</b>	Non-exempt
<b>Bargaining Unit:</b>	None
<b>Classification:</b>	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
<b>Schedule:</b>	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.
<b>Supervision Exercised:</b>	None
<b>Supervision Received:</b>	Supervisor
<b>General Purpose of the Position:</b>	Under general supervision, provide clerical work for Fleet Division.

### **Essential Duties and Responsibilities:**

- Maintain office files, publications, vehicle tracking from all City departments, vehicle registration, purchase orders, monthly reports for gas consumption, parts inventory and labor charges to other departments, programming gas cards, daily gas reports, and computer entry of vehicle orders and maintenance.
- Perform other duties as assigned.

### **Skills and Physical Abilities Required:**

- Ability to learn and apply safe work techniques and practices used in auto service industry.
- Ability to make independent judgments and decisions.
- Ability to maintain complex records.
- Ability to learn basic materials and equipment used in the repair and maintenance of general fleet vehicles.
- 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.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of job-related software as required by Department.



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- Ability to walk, stand, stoop, kneel, crouch, or crawl, talk, hear, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**Equipment Used:** Mobile radio, telephone, Cell phone, computer, copier, scanner, proficiency in MS Office software, Public Staff Pro software, ability to learn MUNIS software and the ability to adapt to other software programs with ease. May be asked to drive non-CDL vehicles.

**Education and Experience Required:** A good driving record, a valid Florida driver's license and a high school diploma or GED equivalent.

**Environmental Conditions:** Work is primarily performed in inside (office setting). Will have to walk through open bays in varying and extreme weather conditions for brief periods of time where employees are exposed to excessively loud noises from equipment, exposure to heavy equipment, fuel, oil, hazardous gases, fumes, paint and chemicals. Occasional exposure to slippery and/or uneven surfaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

**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