

CITY OF WINTER SPRINGS
POSITION VACANCY

Assistant to the City Clerk

INTERNAL & EXTERNAL JOB POSTING

Employment with the City provides:

APPLICATIONS GIVEN AND ACCEPTED

- **Competitive Wages**
- **Merit Program**
- **Paid Vacation**
- **Paid Holidays**
- **Paid Sick Leave**
- **RETIREMENT**
- **Long Term Disability Ins.**
- **Group Life/Health Insurance**

Monday - Friday
8:00 A.M. TO 5:00 P.M.

DATE POSTED: 01/11/2012

OPEN UNTIL
CLOSING DATE: FILLED

The City of Winter Springs is an Equal Opportunity Employer/M-F/VP/D/M. To apply, a City of Winter Springs application or a resume must be submitted to the City's Human Resources Office no later than 5:00 p.m. on the closing date. (If mailed, must be post marked no later than the closing date). ALL POSITIONS ARE REGULAR FULL-TIME UNLESS OTHERWISE NOTED. QUALIFIED INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY AND MAY BE REASONABLE ACCOMMODATED.

As part of our commitment to a Drug-Free Workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test, or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to again submit to a drug test as requested. Your refusal or failure to pass the test to minimum standards will result in your termination.

DEPARTMENT: CITY CLERK

PAYGRADE: 23

SALARY RANGE: \$27,026 - \$41,147

GENERAL DESCRIPTION:

This position involves serving as an assistant to the City Clerk in coordinating various administrative activities and projects relating to the inventory, retention and elimination of city records for the Office of the City Clerk. Work is performed under the general supervision of the City Clerk, and/or Deputy City Clerk. The ideal candidate must be extremely organized and detail-oriented.

ESSENTIAL JOB FUNCTIONS:

1. Assists the City Clerk/Deputy City Clerk. and his/her staff as needed.
2. Assists with the upkeep, recordation and maintenance of all official records on file in the Office of the City Clerk.
3. Assists with the duplication of documents.
4. Researches/retrieves information in response to customer information requests.
5. Explains procedures, answers questions, or takes messages in order to provide information to various customers, including executive management.
6. Assists with Records Management procedures and complies with all requirements of the City's Electronic Imaging program.
7. Coordinates requisite legal advertisements.

8. Assists with the drafting/preparation of ordinances/resolutions/proclamations.
9. Coordinates and prepares agendas and minutes; attends meetings, most of which are in the evening; and assists with the setting up of meetings, as needed.
10. Proofreads work products.
11. Assists with departmental purchasing/requisitioning.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of research techniques and sources of information.
- Knowledge of modern office practices and equipment including computers and computer programs such as Windows and Microsoft Office (Word, Excel, Outlook).
- Knowledge of the English language and proper usage, spelling, etc.
- Skill at interpersonal relationships.

- Ability to use standard office equipment such as a scanner, copy and fax machine.
- Ability to analyze a variety of administrative problems and make sound recommendations for solutions.
- Ability to maintain attention and pace of work activities when performing repetitive tasks or when confronted by distractions, competing requirements or persons.
- Ability to make decisions in accordance with laws and regulations.
- Ability to set up and maintain a complex filing system.
- Ability to establish and maintain effective working relations.
- Ability to deal with public.
- Ability to work nights and weekends.
- Ability to type 50 wpm.
- Must be detail-oriented, patient, thorough and accurate when handling public records.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES (not required):

- Knowledge of public administration with particular reference to office practices and procedures.
- Knowledge of agenda preparation and development.
- Knowledge of City departments and offices.
- Knowledge of the City's code of ordinances, Florida Statutes and City's policies.
- Skilled as various programs such as Munis, Sharepoint, and/or Laserfiche.

EDUCATION AND EXPERIENCE:

- High school graduate or possession of an acceptable equivalency diploma.
- Five (5) years experience in complex clerical records, experience in local government and/or secretarial skills.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

- Ability to communicate both orally and in writing.
- Ability to access filing cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.
- Ability to lift boxes of approximately 1 cubic foot size.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)