



## CITY OF BUNNELL

<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>Job Category:</b>	Clerical
<b>Department/Group:</b>	Community Development/ Solid Waste	<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>	\$12.15 hour	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Amy De Vries	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>	www.bunnellcity.us		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> BunnellHR@bunnellcity.us Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p><b>This position reports to Department Director.</b></p> <p>This is a highly responsible position within the Administrative Department who works for the specific Department Director. This position provides administrative support to the Director and the Department.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Greet visitors and determine whether they should be given access to specific individuals</li> <li>• Interpret administrative and operating policies and procedures for employees</li> <li>• Manage and maintain executive's schedules</li> <li>• Meet with individuals, special interest groups and others on behalf of executives</li> <li>• Open, sort and distribute incoming correspondence, including faxes and emails</li> <li>• Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work</li> <li>• Prepare agendas and make arrangements for meetings</li> <li>• Prepare responses to correspondence containing routine inquiries</li> <li>• Read and analyze incoming memorandums, submissions, and reports in order to determine their significance and plan their distribution</li> <li>• Answer public inquiries</li> </ul>			



## CITY OF BUNNELL

- Arrange teleconference calls
- Coordinate staff or activities in clerical support setting, file or retrieve paper documents and related materials
- File or retrieve paper documents and related materials
- Perform notarial acts
- Prepare and complete meeting minutes

### **Knowledge/Skills/Abilities:**

- Must recognize that position and work is confidential
- Knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; knowledge of legal terminology applicable to the work.
- Ability to take minutes and transcribe dictation using notes or dictating equipment.
- Skill in Business English, e.g., correspondence formats, spelling punctuation and grammar.
- Skill in intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals.
- Skill in reading, interpreting and composing complex correspondence, summaries and reports in a clear and concise manner; skill in typing.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to plan, organize, and coordinate schedules and meetings.
- Skill in advanced administrative support functions, e.g., bookkeeping, data entry, typing reports processing.
- Skill in establishing and maintaining effective records maintenance and file management systems; ability to read, update and maintain various records and files.
- Skill acting as a liaison.
- Considerable knowledge of pertinent federal, state and local rules, regulations, ordinances and other regulatory standards applicable to the work.
- Skill in establishing and maintaining effective working relationships and communications with co-workers, internal/external customers, department management and the public.

### **Educational Requirements:**

- High School Diploma or GED

### **Professional Licenses:**

- Must possess a valid Florida Driver's License

### **Physical Requirements:**

- While performing the essential function of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 5 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	



## CITY OF BUNNELL

Last Updated By:	Mick Cuthbertson	Date/Time:	1/4/16 10:45
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