CITY OF FORT MYERS invites applications for the position of: Senior Staff Assistant

SALARY: \$13.95 - \$20.94 Hourly \$1,116.00 - \$1,675.20 Biweekly \$29,016.00 - \$43,555.20 Annually

OPENING DATE: 07/01/14 **CLOSING DATE:** 07/08/14 11:59 PM **DESCRIPTION:**

Under the general direction of the designated supervisor, responsible for providing an advanced level of administrative/clerical support for the City's various divisions and departments. This job has no supervisory responsibilities.

DUTIES/RESPONSIBILITIES:

- Perform all daily clerical functions, including telephone and receptionist duties, transcribe and produce minutes. Provide customer contact and coordinate written responses for Citizen Response System (CRS) requests.
- Compose, type, and distribute correspondence as required; organize and maintain filing system.
- Prepare department specific reports; maintain department databases.
- May participate in preparation of the City's annual budget including data entry, data collections and report preparation.
- Research, review and analyze data for special projects as assigned by the department.
- Responsible for data entry, opening, closing and generating reports using work order system(s).
- Assist with the department procurement; maintaining operational efficiency of the office equipment, scheduling meetings and processing employee timesheets and payroll.
- May handle incoming and outgoing mail, maintaining postage equipment.
- May handle petty cash disbursements and reconciliation of petty cash reports for reimbursement.
- Drive motor vehicle when traveling to other facilities.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- High School diploma or GED.
- Three years experience in administrative and clerical duties or related work; or an equivalent combination of education, experience, and/or training that provides the required knowledge, skills, and abilities.
- Must possess a valid Florida Driver's License with an acceptable driving record.
- Must be able to type a minimum of 45 c.w.p.m. and achieve 63% accuracy on the grammar test.
- Proficient in the use of word processing, spreadsheet, database and presentation software.
- Able to operate necessary equipment, including computer, printer, copier, facsimile machine, and calculator.

SUPPLEMENTAL INFORMATION:

- Tasks involve sitting, standing, walking, kneeling, bending, crouching, reaching and performing other physical requirements commensurate with demands of the position. Manual dexterity to operate equipment in performance of duties. Must have good vision (corrective lenses acceptable); must be able to hear (hearing aids acceptable); must be able to speak (express or exchange of information by means of spoken words). May occasionally lift and/or carry/move up to 10 pounds.
- Contact with internal and external customers, vendors, outside agencies and the general public.
- Works in an office environment and sits for long periods of time.
- May be required to work hours other than the regular schedule including nights, weekends, holidays and during emergencies.

DISCLAIMER:

The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required and shall not be construed as a declaration of the specific duties, responsibilities and qualifications required of employees assigned to this classification.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.cityftmyers.com/jobs			Position #201400053 SENIOR STAFF ASSISTANT IM
1820 PO Fort Myers, FL 3	Hendry Box 3902	Street 2217	MC