

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:

