



CITY OF PAHOKEE

JOB DESCRIPTION

JOB TITLE: Executive Assistant

DEPARTMENT: City Manager

REPORTS TO: City Manager

SUPERVISES: N/A

JOB SUMMARY:

This position is responsible for the clerical and executive duties of the Administration. Position requires discretion and diplomatic skill in representing policies and working effectively with City personnel, officials and the public.

This class works under general supervision, independently developing work methods and sequences.

ESSENTIAL DUTIES:

- Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials.
- Handles inquiries and requests from the public and other departments; provides general and specialized information regarding assigned functions that require the use of judgement, tact and sensitivity and the interpretation of policies, rules and procedures.
- Skillfully handles complaints and inquiries regarding department functions and responsibilities; researches and responds to requests or refers complaints and requests to other staff when warranted.
- Assist with the preparation of agenda items for meetings and resolutions.
- Prepares and maintains departmental records, correspondence, and reports for meetings, notices, agendas, and other matters; may take and transcribe minutes of meetings.
- Answers telephones and communicates with departments as needed. Schedules appointments.
- Distribute mail and correspondences for various departments.
- Provide accounting and clerical assistance to the Finance department.
- Assists Administration in preparation and processing of correspondences.

This Class Description does not constitute an employment agreement between the City of Pahokee and an employee and is subject to change by the City as its needs change.

- Serves as liaison to IT Consultant.
- Organizes City Managers Calendar/Agenda
- Performs other duties as assigned and directed by Administration.
- All employees may be required to work before, during and / or after a natural or man-made disaster or hurricane.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or Equivalent
- Two (2) years of recent work experience performing customer service duties with a high volume of public contact.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working in a fast-paced environment.
- Exceptional communication skills.
- Strong administrative skills.
- Proficiency in Ms Office with expertise in Microsoft Word & Excel.

PHYSICAL REQUIREMENTS:

Work is generally performed indoors and office environment dealing with sensitive situations and diverse individuals. Office work involves, sitting and using a computer keyboard and screen for long periods of time.

- * Denotes essential functions of the job. City of Pahokee promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and requirements for the Administrative Assistant/Clerk position and I certify that I possess the requisite qualifications and skills to perform these functions.

Applicant Signature

Date

Witness

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***This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified.

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