



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Clerical Assistant II  
**Department:** Various  
**Classification:** 0012  
**Pay grade:** 13C  
**FLSA:** Non-Exempt

**Prepared Date:** 2/06  
**Approved By:**  
**Approved By:**

### **Summary**

Performs a variety of routine and complex office, clerical and related duties using established procedures. Work is assigned, completed, and reviewed under the general guidance of a supervisor.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs all office and clerical functions which include composing, typing, editing and distributing correspondence, scheduling appointments, routing inquiries and correspondence, maintaining records, etc.

Answers incoming phones and responds to inquiries.

Implements work procedures. Revises forms.

Maintains a variety of records including purchase orders, budget expenditures, etc.

Prepares and maintains a variety of personnel records including payroll, attendance records, requisition forms, evaluation forms, accident reports, incident reports, personnel files, etc.

Disseminates personnel and accident information to appropriate personnel.

Prepares, maintains and distributes a variety of reports.

Operates two-way radio and monitors radio dispatches as required.

Ensures that supplies are properly ordered and maintained.

Issues supplies and equipment to coworkers and maintains corresponding logs.

Obtains estimates for variety of services provided to the City and ensures that contracts are competitive and that vendors provide quality service as required.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of department operations, policies, and procedures, rules and regulations. Knowledge of office practices, systems and equipment. Ability to perform many tasks in a relatively short time frame. Ability to operate computers and other office equipment. Good oral and written communications skills along with good organizational skills is necessary. Computer literacy and the ability to utilize computer word processing and spread sheet software. Ability to maintain records and files. Ability to perform routine clerical work, including the ability to spell correctly, use good English and to make simple arithmetical calculations. Ability to operate two-way radio. Ability to establish and maintain effective working relationships with, co-workers, vendors, and the general public.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Ability to accurately type 35 words per minute. Considerable amount of time spent using computer. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Education and Experience**

High school diploma or equivalent.

Minimum three years progressively responsible clerical and secretarial experience.

A comparable amount of training or experience may be substituted for the minimum education requirement.