City of Lake Mary
Position Vacancy Announcement 16-32

POSITION TITLE:	Staff Assistant
COMPENSATION:	$11.71 Hourly
DEPARTMENT:	Community Development (Building)

MINIMUM QUALIFICATIONS:

High school graduation or an acceptable equivalency diploma. Two (2) years work experience involving secretarial/clerical or an equivalent combination of related training and experience, supplemented with academic course work, and/or specialized knowledge through responsible work experience in local government administration and practices may qualify an applicant for consideration. Must have or be able to complete ICS 100 and 700 courses within six (6) months of hire.

Valid Florida Driver's License and an acceptable driving record

Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters, agendas, etc.

Knowledge of general office practices and procedures.

Ability to establish and maintain professional relationships with the general public, fellow employees and outside professional associates.

Ability to deal effectively with the public in processing complaints and coping with extreme cases of human behavior.

Ability to type from Dictaphone (if required) or in taking dictation.

Ability to understand and carry out oral and written instructions.

Proficiency in the use of Microsoft office spreadsheet and word processing software.

Skill in the operation of general office equipment, including a personal computer, keyboard, typewriter, copy, fax and tape recording machine.

POSITION FUNCTION:

This is responsible work requiring some independent judgment in providing administrative assistance. Work is performed under the general administrative direction of the Permit/Zoning Coordinator and is evaluated by results achieved. This position provides administrative support to the Community Development Department.

YOU MAY APPLY ON LINE AT WWW.LAKEMARYFL.COM APPLICATIONS MAY ALSO BE OBTAINED FROM HUMAN RESOURCES, CITY OF LAKE MARY, 100 N. COUNTRY CLUB ROAD, LAKE MARY 32746 OR CONTACT (407) 585-1445.

This City is an Equal Opportunity Employer in compliance with the laws prohibiting discrimination on the basis of race, color, sex, age, marital status, religion, national origin, disability or any other legally protected status.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Human Resources Manager immediately if you need a special accommodation.

The City of Lake Mary is a Drug-Free Workplace. Certain positions require pre-employment Drug Testing.

09/06/16

General Description:

This is responsible work requiring some independent judgment in providing administrative assistance. Work is performed under the general administrative direction of the Permit/Zoning Coordinator and is evaluated by results achieved. This position provides administrative support to the Community Development Department.

Essential Job Functions:

Performs clerical support to include assisting with preparation of agenda packets, incoming project files, office supply requisitions, taking appointments and telephone messages.

Scan building permits and related documents into an electronic filing system and reviews the quality and accuracy of the scanned documents.

Types and transcribes correspondence, reports and other material as required.

Maintains various files and databases, and assists in preparation and maintenance of various departmental records.

Assists with customer service counter and process building permits as necessary.

Accesses, inputs and retrieves information from a computer.

Provides assistance to the public, including research.

Conducts statistical comparisons of information and retrieval of records.

Follows safe working practices and has a working knowledge of safety practices and procedures in accordance with the City's Safety Plan.

Performs other related duties as required and other such work as may be assigned.

Minimum Qualifications
Knowledge, Abilities and Skills:

- Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters, agendas, etc.
- Knowledge of general office practices and procedures.
- Ability to establish and maintain professional relationships with the general public, fellow employees and outside professional associates.
- Ability to deal effectively with the public in processing complaints and coping with extreme cases of human behavior.
- Ability to type from Dictaphone (if required) or in taking dictation.
- Ability to understand and carry out oral and written instructions.
- Proficiency in the use of Microsoft office spreadsheet and word processing software.
- Skill in the operation of general office equipment, including a personal computer, keyboard, typewriter, copy, fax and tape recording machine.

Training and Experience:

High school graduation or an acceptable equivalency diploma. Two (2) years work experience involving secretarial/clerical or an equivalent combination of related training and experience,

supplemented with academic course work, and/or specialized knowledge through responsible work experience in local government administration and practices may qualify an applicant for consideration. Must have or be able to complete ICS 100 and 700 courses within six (6) months of hire.

Licenses, Certifications or Registrations:

- Valid Florida driver's license with an acceptable driving record.

Essential Physical Skills:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to access, input and retrieve information from a computer.
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to view a display screen for extended periods of time.
- Reading
- Writing
- Walking
- Standing
- Constant sitting
- Light to moderate lifting and carrying (30 pounds and under).

Environmental Conditions:

- Work inside in an office environment.
- Exposure to some stressful conditions.

The City of Lake Mary is an Equal Opportunity Employer and does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).