



## Position Description

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Clerical Assistant – Temporary

**Department:** Town Clerk  
**Pay Grade:** 2  
**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The purpose of this classification is to perform a variety of administrative and clerical work for the Town of Hilliard under the general supervision and direction of the Town Clerk. The position is designed to work directly and indirectly providing assistance and support to every department/employee within the Town Clerk's office. A person must be able to work independently with minimal supervision.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provide customer service when needed.
- Assist with citizen complaints when needed.
- Assist in answer phone calls and greet customers on an as needed bases in a timely and accurately manner.
- Assist in directing complaints, correspondence, and inquiries for action to various departments at the Town Clerk's request.
- Assist in performing liaison work between the Town Council, Town Clerk, and public as may be directed.
- Assist with all clerical functions within the Town Clerk's office.
- Performs other related duties as assigned.
- Ability to take on additional municipal duties as required.

#### **Provide assistance and support to other staff members in the following areas:**

- Cash Collection when needed.
- Daily Deposit when needed.
- Daily Mail & Bank run when needed.
- Utility Department when needed.
- Business Tax Receipts when needed.
- Accounts Payable when needed.
- Financial & Payroll when needed.
- Building Department when needed.

- Accounts Receivable when needed.
- Perform computer operation activities for other departments.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school students or High school diploma or equivalent.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skills in verbal and written communication.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

**PHYSICAL DEMANDS:**

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**

Work is performed in a normal office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

**CONDITIONS OF EMPLOYMENT:**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

*The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

*The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*