

Work Schedule: Monday – Friday, 20-25 hours per week, between the hours of 8:30am - 4:30pm

PART TIME – ADMINISTRATIVE CLERK – POLICE DEPARTMENT

Job Summary:

Under supervision, provides a variety of clerical support functions for the administrative section of the Town. This is a technical and confidential position within the Police Department.

Duties/Responsibilities:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks:

- Prepares, reviews, and files record documents.
- Answers telephones and provides information to internal and external customers and the public.
- Maintains files, records, and schedules; receives, reviews, and distributes incoming mail and reports.
- Enters data into various automated systems.
- Cash money and receipts for reports.
- Prepares reports for review upon public records requests.
- Preparation of reports includes redacting information that is not public record, copying of requested reports and disseminating them to the public via fax, email, mail, or at service window.
- Orders supplies; submits requests on behalf of the supervisor; maintains and updates filing systems.
- May witness official documents.
- Receives daily documentation, collects information, and enters it into automated systems.
- Assists higher level staff with clerical and administrative tasks.
- Operates standard office equipment to complete tasks.

Required Knowledge, Skills, and Other Characteristics:

- Knowledge and skill in the operation of standard office equipment.
- Must be able to grasp basic understanding of knowledge of Florida State Statutes and public records laws.
- Knowledge of proper English, grammar, and spelling.
- Knowledge of office operations and protocols.
- Knowledge of office filing systems.
- Must be able to understand and work within the applicable department and Town policies and procedures.
- Must be able to learn the ordering and supply procedures for the Town.
- Skill in verbal communication in both one-on-one and group situations.
- Skill in written communication.
- Skill in the operation of computers and applicable software.
- Skill in developing and maintaining effective interpersonal relations with employees and outside contacts.
- Skill in remaining calm while dealing with angry customers.
- Skill in diffusing hostile situations.
- Skill in dealing effectively with the public.

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Qualifications:

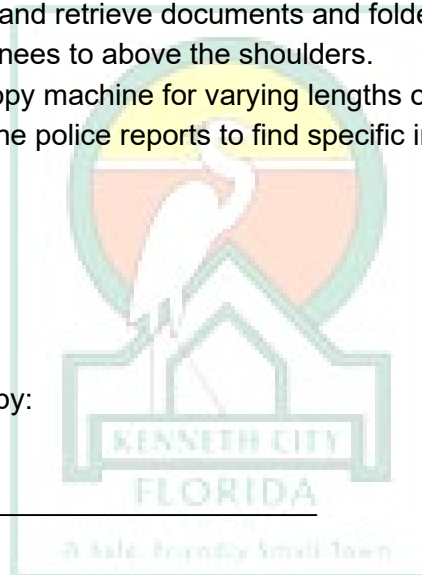
- The equivalent of a high school diploma and one (1) year of office clerical/customer service experience.
- Requires excellent organizational skills, being detail oriented, and experience with office automation, particularly data entry and the proficient use of current computer applications.
- Must be able to create, open and edit documents in all aspects of Microsoft suite.

Position Requirements:

- **Physical Requirements:**
 - Work involves a minimum of physical effort moving around the office and lift/carry up to 25 pounds, with occasional travel to other offices and vendor locations.
 - Requires occasional standing for long periods.
 - Requires visual inspection of documents in file folders.
 - Requires extensive use of computers, voice, and electronic communications systems.
 - Ability to physically file and retrieve documents and folders from cabinets with drawers at varying levels from below the knees to above the shoulders.
 - Ability to remain at a copy machine for varying lengths of time.
 - Ability to closely examine police reports to find specific information.

Acknowledged by:

Employee



Date