



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

PT Office Assistant 1

Hiring Rate: \$12.29 per hour

Pay Range: \$12.29 - \$18.20 per hour

Announcement Date May 16, 2018

Community Services Department

FLSA Status: Non-Exempt

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

Characteristics of the Class

Under general supervision of the Division Manager, provides primary clerical support to the department and functional area. Responsibilities include a variety of clerical tasks, including non-routine assignments, organization and tracking of all youth/adult program areas, and heavy public contact duties.

Illustrative Duties (the following are highlights; please contact Human Resources for a detailed job description)

- Maintains filing systems of correspondence, registration information, forms, revenue, receipts, permits, reports and records.
- Creates advertising materials such as brochures and fliers and notifies community and family members with program information through different media sources.
- Responds to telephone inquiries; greets and assists the general public; provides information and directs callers; acts as a receptionist.

PT – OFFICE ASSISTANT 1

- Gathers, tracks and compiles program information and rosters as needed for grant; Inputs data into database; reports outcomes.
- Operates a photocopier, shredder, computer, printer, calculator, facsimile machine, typewriter, pager, and intercom system.

Minimum Qualifications and Education/Licenses and Certifications

High School Diploma or equivalent; supplemented by two (2) years of responsible clerical experience including use of computers and standard software applications; or an equivalent combination of training and experience.

Valid Florida Driver License as required for position.

Essential Physical Skills and Environmental Conditions

Task involves some physical effort in frequent sitting, bending, stooping, reaching and moderate lifting (30 pounds) and standard dexterity in the use of finger, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard. Task is regularly performed without exposure to adverse environmental conditions. Task requires sound, odor, visual, color, depth and texture perception and discrimination. Task requires oral and written communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.