

**CITY OF STUART
JOB DESCRIPTION**

Title: PART-TIME PROJECT ASSISTANT
Department: Community Services
Job Code: 6215
Grade: H01
Exempt Status: Non-Exempt (Part-Time)

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Program Supervisor or designee, performs various clerical duties including those of a routine nature and those specialized to the division and/or department. Work is reviewed verbally and through written reports and/or observation upon completion for compliance of established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assist in the daily front desk operations involving city business.
2. Assist in the data entry of all program participants and necessary information while conducting city business.
3. Perform general clerical tasks including sorting, filing, matching reports, and creating spread sheets.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED supplemented with office experience responsibilities in general office procedures; clerical office duties including the use of computers and standard software programs or a combination of training and experience.

Possession of a valid Florida Driver's License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of office terminology and professional business English and arithmetic.

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Knowledge of modern office practices, procedures and methods.

Knowledge of basic office equipment, including but not limited to copy machine, computer, telephone and calculator.

Ability to understand and follow oral and written instructions.

Ability to operate modern office equipment.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the general public.

Ability to type, enter data and accurately produce required correspondence and reports in a timely manner.

Ability to work independently and in a team environment.

C. Physical Requirements:

Task involves some physical effort in walking, standing, sitting, reaching, pulling, pushing, bending; moderate lifting (30 pounds) and/or standard dexterity in the use of fingers, limbs or body in the operation of office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Task may involve extended periods of time operating a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination

Task requires visual perception and discrimination

Task requires oral communication abilities

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee