



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

CLASSIFICATION TITLE: CLERICAL ASSISTANT I

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to provide administrative support to an assigned work unit. Employees in this classification perform both routine and non-routine administrative support duties as dictated by the nature of the work unit. This position may be assigned to a large operating unit and perform a broad array of administrative support functions, or assignment may be to a smaller specialized unit wherein employees perform specialized duties in supporting unit objectives. Incumbents perform under close supervision until specific department or unit knowledge is acquired, and then function with a greater degree of independence.

Employees assigned to the Mailroom area are responsible for receiving, sorting, organizing, stamping and preparing incoming and outgoing mail for distribution. Employees ensure proper postage, open and sort mail for delivery to internal departments, including driving to distribute.

Employees assigned to the Finance division may be assigned to different functional areas on a regular or semi-regular basis based on business need.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Takes telephone inquiries; directs to appropriate area; generates correspondence, memos, financial requisitions and other documents; compiles reports

Performs essential record keeping and file maintenance systems

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

CLERICAL ASSISTANT I

Complies with all personnel policies and procedures

FUNCTIONS SPECIFIC TO MAILROOM AREA

Employees assigned to the Mailroom area perform the essential functions as outlined above, as well as:

Receives, sorts, organizes, stamps, and prepares incoming and outgoing mail; ensures proper postage

Opens and sorts mail for delivery to internal departments; maintains mail logs and records of mail processed, as well as daily and monthly reports on funds for postage

Successfully completes fitness for duty testing conducted for all employees that are considered mandatory-testing

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

High school diploma (or GED), supplemented by one (1) year of general work experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

CLERICAL ASSISTANT I

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department