



POSITION ADVERTISEMENT

PT Front Desk Clerk

Salary Range: \$15.42 - \$20.00 per hour

Part-time, Non- Exempt

Closing Date: Open until filled

Reports to: Assistant to Town Manager

Summary: The Part-time Front Office Clerk performs multiple clerical duties for the various departments, as assigned by the Director.

Essential Duties:

- Utilizes a full range of modern secretarial skills to perform clerical duties; operation of word processing software, computer, fax machine, and other office equipment.
- Creates new files and organizes files according to the department's procedures; retrieves and assembles material from files.
- Opens and distributes mail; maintains control of correspondence flow through the department and assures that response deadlines are met.
- Gathers data and prepares reports.
- Answers phone and takes messages for the Department. Serves as back up receptionist.
- Sets up meeting rooms.
- Handles conference and meeting reservations
- Assist with website updates
- Creates purchase orders and assists with ordering office supplies.
- Assist with processing invoices for the department.
- May be required to run Town related errands as instructed by supervisor.
- Assists with creation of marketing materials.
- Assist with townwide preparation for and response to any emergency or natural disaster.
- Performs any other duties as directed by the supervisor.

Knowledge, Skills, and Abilities:

- Proficient in Microsoft Word, Excel, Power Point, Outlook.
- Must have excellent communications skills, both written and verbal.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Ability to meet and deal with the public in an effective and courteous manner and respond effectively to sensitive inquiries or complaints.
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public.
- Ability to work 20-25 hours per week; must be flexible to work on-call hours, as needed



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Minimum Requirements:

High School Diploma and a minimum of one year of work experience in an office setting;
Local government experience preferred. Applicants are subject to the Town's background check policy.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email:
Jobs@miamilakes-fl.gov

Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved 09/12/2024