



POSITION ADVERTISEMENT

PT Office Specialist (Building)

Salary Range: \$14.00 - \$20.65 per hour

Part Time, Non-Exempt

Closing Date: Open until filled

Reports To: Building Director or designee

Summary: The Part Time Office Specialist performs clerical and technical support for the assigned department(s) to ensure effective and efficient operations. Position will be 20 hours per week.

Essential Duties:

- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
- Answers, screens, and resolves complex and sensitive customer service issues, either personally, by telephone or in writing.
- Utilizes a full range of modern skills to perform clerical duties, operation of word processing equipment, computer, scanner, and other office equipment.
- Serves as a backup to reception, permitting, or other office personnel, as needed.
- Collects and interprets data for records and reports; posts and makes entries on forms and in record books
- Must be prepared and available to assist during emergencies or natural disasters at the Town's EOC.
- 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.
- Knowledge of proper telephone etiquette.
- Must have exemplary organizational and interpersonal skills and maintain a professional demeanor

Minimum Requirements:

High School Diploma or equivalent; Associate degree or working towards preferred. A minimum of one year of professional experience that provides the desired knowledge and abilities.

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 by Town Manager: 11/6/2025