



**CITY OF EUSTIS, FLORIDA**  
**EMPLOYMENT OPPORTUNITY**  
**SENIOR STAFF ASSISTANT**  
**Public Works Department**

reposted June 6, 2019

The City is seeking a trustworthy, responsible self-starter who has outstanding inter-personal skills and who is willing to go the extra mile to provide exceptional service. Applicants must have a willingness to work in a team-oriented work environment and have excellent multi-tasking and problem solving skills. Bilingual Spanish skills are a plus.

This is highly specialized and responsible administrative work involving the operation of a department or division office. The employee works with considerable independence within the scope of established rules, regulations, and procedures.

**ESSENTIAL JOB FUNCTIONS**

Duties may include some or all of the following job functions:

- Serves as administrative support to a department or division;
- Composes, types, and prepares correspondence, reports, forms, etc.;
- Greets and assists the general public and other visitors;
- Answers the telephone, takes messages, screens and directs calls;
- Interprets and explains administrative policy and decisions, when needed;
- Schedules meetings and maintains appointment schedules and calendars;
- Establishes and maintains logs, files, databases, and other records;
- Performs research and analyzes and compiles data for departmental reports;
- Opens, sorts and distributes mail;
- Processes materials for meetings; records and transcribes minutes, when assigned.
- Orders and maintains inventory of office supplies;
- Monitors service contracts and provides for routine maintenance/repairs;
- Verifies accuracy of credit card statements and billing;
- Initiates budgetary purchases and processes invoices for payments;
- Monitors and balances departmental budget expenditures;
- Processes employee timesheets for payroll;
- Collects, receipts, balances and records money and negotiable instruments received by the department;
- Assists in preparation of annual budget;

**OTHER JOB FUNCTIONS –**

- Assists in the preparation of special events;
- Assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster;
- Performs other related duties as required.

**REQUIREMENTS:**

**Knowledge, Abilities and Skills –**

Thorough knowledge of business English, punctuation, mathematics and spelling; knowledge of general office practices and procedures; knowledge of departmental operations and procedures; knowledge of accounting and bookkeeping principles and practices

Ability to compose effective and accurate correspondence, reports, etc.; ability to maintain files and keep accurate records; ability to assemble, analyze and organize data and prepare reports; ability to work well with others and assist the public cooperatively and courteously; ability to express oneself clearly in verbal and written form; ability to make minor decisions in accordance with departmental policy; ability to record and transcribe minutes of meetings; ability to maintain confidentiality; ability to remain at a city work shelter, before, during and after, a hurricane or other storm or disaster, if asked.

Skill to type at least 45 CWPM; intermediate to advanced skills in Microsoft Word and Excel; skill in the use of general office equipment, including computers, printers, scanners, copiers, etc.

**Working Hours** – Monday through Friday 8:00 a.m. to 5:00 p.m.

**Physical Demands** - This is primarily sedentary work with some periods of moderate physical effort. Requires sitting for long periods of time; walking short distances; bending and reaching; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech; occasional lifting up to 35 pounds and occasional carrying/pushing/pulling up to 35 pounds.

**Minimum Qualifications** - High School Diploma or recognized equivalent; one (1) year additional training or education, preferably in secretarial, business or related field; three (3) years experience in a highly responsible secretarial support position. Experience with a municipality, county or other governmental agency; accounting/bookkeeping experience; and/or Associate's Degree from an accredited college or university are highly desirable.

Salary Range – \$13.99 - \$20.34/hr (\$29,108.57 - \$42,309.77/yr); EXCELLENT benefits (Note: Benefit information is posted on city website at [www.eustis.org](http://www.eustis.org), or call Human Resources at 352-483-5472). Applicants should expect a starting salary of \$13.99/hr. Only applicants with the most job-related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or experience. **Final candidates will be subject to skills testing in the following areas: spelling, math, grammar, Microsoft Word 2013, Microsoft Excel 2013, customer service, and typing (minimum 45 CWPM).** Final candidates are offered a conditional offer of employment contingent upon satisfactory results of a thorough background check including criminal history and driver's license check.

**CLOSING DATE:**                     June 21, 2019                    

**EQUAL OPPORTUNITY EMPLOYER  
Minorities/Females/Disabled  
Florida Drug Free Workplace  
Veterans Preference Employer**

<b>HUMAN RESOURCES DEPARTMENT CITY OF EUSTIS P.O. Drawer 68 (109-A E Orange Ave) Eustis, FL 32727-0068 Phone – 352-483-5472 FAX – 352-483-0492 E-Mail – <a href="mailto:personnel@ci.eustis.fl.us">personnel@ci.eustis.fl.us</a></b>
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**IMPORTANT:** The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information or any other factor protected by law. The City provides Veteran's Preference per FS 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, F.S. ***Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms).*** The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing, please inform the City, prior to the testing date.

Applications must be received or postmarked no later than 12:00 midnight on the closing date. The City may close positions that are posted with an "Open" closing date at any time, without prior notice. Applications available via email, please email [personnel@ci.eustis.fl.us](mailto:personnel@ci.eustis.fl.us) to request an application. Printed applications available in person at 109-A East Orange Ave, Eustis, office hours are 8:00 am to 5:00 pm Monday thru Friday. For more information, please visit Human Resources at [www.eustis.org](http://www.eustis.org) or call us at 352-483-5472. Under Fla. Law, all application materials are public record and subject to public scrutiny.