



**City of Venice, Florida  
Job Announcement #1789**

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**Classification Title:** Recording Secretary/Office Assistant

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**Department:** City Clerk's Office

**Pay Grade:** Level I (AFSCME) 125

**FLSA Status:** Non-Exempt

**General Statement of Job**

Diversified administrative support for departmental functions and operations.

**City Expectations:**

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

**Specific Duties and Responsibilities**

**Essential Functions:**

**Level I (Grade 125)**

1. Records, transcribes, summarizes and distributes actions/minutes taken at City Council and assigned Board/Committee meetings.
2. Serves as initial contact for the City Clerk's Office. Responds to phone inquiries, directs visitors to appropriate departmental process and provides general assistance.
3. Performs record management functions for the City Clerk, City Council, Boards and Committees.
4. Responsible for the timely completion and accuracy of special projects as assigned.
5. In the absence of the department Records Manager, performs duties as required.
6. May authenticate written instruments obligating the City for payment of monies.
7. Serves as administrator and help desk for granicus/Legistar software.
8. Performs administrative tasks and general office functions including overseeing departmental office supply procurement, inventory and budget.

9. Processes all incoming and outgoing city mail in accordance with postal regulations and provides guidance to other city employees regarding proper mailing procedures as required.
10. Reviews certified mailings of public notices and prepares certification documents for City Clerk's approval and signature.
11. May assist with coverage at the City Hall Information Desk/Switchboard.

**Level II (Grade 126)**

12. In addition to all functions performed at Level I, a Recording Secretary II/Office Assistant performs administrative functions for the Office of the Mayor, including but not limited to:
  - a. Composes correspondence and maintains various records and files.
  - b. Coordinates the Mayor's schedule and travel requirements.
  - c. Responds to phone inquiries, assists visitors, reviews correspondence and forwards action items to the appropriate staff/department.
  - d. Manages procedure for selection of city board members and provides new board members with orientation information material.
  - e. Prepares proclamations and certificates.

**Responsibilities:**

Responsible for the accuracy and timeliness of all assignments. Responsible in work to the City Clerk.

**Minimum Education and Training**

High school graduate or equivalent. Some college level administrative/business courses preferred. At least two (2) years office support experience that demonstrates advanced keyboard, transcription and writing skills required.

**Minimum Qualifications and Standards Required**

**Skill Requirements:**

Ability to operate recording equipment, take notes manually and transcribe/edit minutes. This position requires a high level of oral and written communication. Extensive knowledge of grammar, spelling, sentence structure and vocabulary. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Must be able to deal with stress of deadlines and be flexible/adaptable to changing priorities and assignments as necessary. Ability to establish and maintain effective working relationships with supervisors, fellow employees, elected officials, board members, other governmental agencies and the general public. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License. Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the City Clerk's Office.

**Physical Requirements:**

Work is primarily sedentary involving sitting and concentrating for prolonged periods of time. Minimal physical exertion with occasional walking, standing, bending, stooping, lifting and carrying items less than 25 pounds such as books, papers, etc. Requires finger and wrist dexterity and hand/eye coordination to operate electronic recording equipment. Must have good eyesight and hearing with or without aides; and speak clearly and distinctly. Must be capable of functioning in a fast-paced, high-stress environment with multiple priorities. Reasonable accommodation will be considered for individuals with physical disabilities.

**Working Conditions:**

Work is primarily performed in an office environment. May be required to work a flexible schedule, attend meetings past normal working hours and work overtime as needed.

**Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

**SALARY RANGE:**

Level I \$17.0086 - \$24.8319/Hour  
\$35,377.89 - \$51,650.35/Annually  
(AFSCME Grade 125)

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

**PLEASE NOTE:** Any interested applicant must make written application (online at [www.venicegov.com](http://www.venicegov.com) or on paper) to the Administrative Department before 4:00 pm on the closing date, which is Wednesday, June 7, 2017.

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

*The City of Venice is an Equal Opportunity Employer*

