



Village of Palmetto Bay

Position Description

POSITION POSTING DATE: FRIDAY, JUNE 7, 2019

POSITION CLOSING DATE: FRIDAY, JUNE 21, 2019

No employment applications will be accepted after 5:00 pm (local time) on the closing date.

POSITION TITLE:	Administrative Assistant to the Village Clerk
FUNCTIONAL AREA:	Office of the Village Clerk & Passport Acceptance Facility
PAY GRADE:	17
PAY RANGE:	Min.: \$16.21 Hourly/\$2,809.73 Monthly/\$33,1716.00 Annual Max.: \$25.94 Hourly/\$4,496.27 Monthly/\$53,955.20 Annual
CLASSIFICATION:	Full-Time; Non-Exempt
APPROVED/UPDATED:	2003/ August 2015/May 2019

Position Summary

Provides administrative and secretarial assistance to the Village Clerk and performs the duties of a passport facility acceptance agent and other general office duties as required and assigned.

Supervision Received and Exercised

Works under the supervision of the Village Clerk and exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- ◆ Performs secretarial and administrative work as assigned and directed by the Village Clerk
- ◆ Receives and assists the public and members of the Village Council
- ◆ Files, organizes and manages public records, including the periodic update of the public records retention schedule per Florida Statutes for approval by the Village Clerk; coordinates the destruction and disposal of public records
- ◆ Prepares, processes and inputs work orders, purchase orders, invoices and other related information for the department
- ◆ Follows established departmental policies, objectives, procedures and programs; assists in the administration of program goals and objectives
- ◆ Assists in the preparation of agenda packages for Village Council meetings, Zoning Hearings, and others as required
- ◆ Distributes agenda packages to Village Staff and to the Village Council before the established deadline
- ◆ Attends meetings and workshops and takes meeting minutes when directed by the Village Clerk
- ◆ Receives and distributes correspondence and prepares responses in a timely manner as directed by the Village Clerk
- ◆ Schedules appointments and performs other routine administrative tasks as required, including answering the phones for the department
- ◆ Procures departmental materials and supplies



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- ◆ Accept and execute new passport applications while ensuring all documents of evidence are collected by new passport applicants while upholding to sensitive, but unclassified information as required by the U.S. Department of State
- ◆ Performs other duties as directed by the Village Clerk

Minimum Qualifications

Education & Experience

- ◆ Associates Degree required (AA/AS)
- ◆ Three years prior experience in the performance of general secretarial & clerical work in a related field. Relative experience beyond the required three years may substitute educational requirement on a year-for-year basis.
- ◆ A valid Florida Driver's License
- ◆ Must type at least 45 WPM
- ◆ Knowledge of Proficiency with Word, Excel, and PowerPoint
- ◆ Must meet the qualifications designated by the U.S. Department of State to serve as a passport acceptance agent (based on Code of Federal Regulations § 51.22 Passport Agents and Passport Acceptance Agents), which include:
 - Must be a United States citizen or United States non-citizen national
 - Cannot have a record of either (i) a Federal or State felony conviction; (ii) a misdemeanor conviction for crimes involving moral turpitude or breach of trust, including but not limited to embezzlement, identity theft, misappropriation, document fraud, drug offenses, or dishonesty in carrying out a responsibility of public trust.
 - May not participate in any relationship or delivering another service that could be perceived as a conflict of interest, such as working for and/or endorsing specific courier and visa expediting companies or travel agencies

Other Required Competencies

- ◆ Must undergo and pass the required training to fulfill the requirements of a Passport Acceptance Agent within the first 30 days of employment, including attending annual training requirements
- ◆ Proficiency in oral and written communications
- ◆ Ability to maintain high ethical and professional standards
- ◆ Ability to deal with confidential and sensitive matters
- ◆ Ability to maintain effective working relationships with the general public, co-workers and elected officials
- ◆ Ability to prepare and maintain detailed and comprehensive records
- ◆ Must have the ability to perform several tasks at one time

Working Conditions and Physical Factors

- ◆ Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to word processor, calculator, copier and facsimile machine
- ◆ No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, pushing and pulling
- ◆ Work is performed indoors in a typical office environment



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The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Pre-employment Requirements:

Applicants considered for employment must complete all pre-employment requirements established by the Village of Palmetto Bay, which include but are not limited to:

- ◆ Written examination
- ◆ Oral interview(s)
- ◆ Drug screening
- ◆ Driver's license check

- Complete background investigation, including but not limited to (i) prior employment history; (ii) criminal records check, (iii) personal credit report review.