



CITY OF OKEECHOBEE

JOB DESCRIPTION

AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: ADMINISTRATIVE SECRETARY/BUSINESS TAX RECEIPT SPECIALIST

Department:	Finance	Type:	Full-Time
Department Head:	City Administrator	Starting Salary	\$33,457.59/annual, Step P-1
Supervised by:	Finance Director	Opening Date:	November 10, 2021
Supervision Duties:	None	Closing Date:	November 29, 2021
FLSA Status:	Non-Exempt	Union Status:	N/A

The job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

NATURE OF WORK

Responsible secretarial, administrative, and technical duties of varied nature in the operation of the office of the Finance Department requiring initiative, discretion, and independent judgement. Deals with general routine matters regarding established policy. Maintains communication and updates with the City Administrator, interacts daily with members of the business community and other City Departments Heads, Supervisors, and Elected Officials.

1. ESSENTIAL FUNCTIONS

A. Administrative/General:

- 1) Composes routine correspondence and memorandums for supervisor's approval.
- 2) Performs general office duties such as typing and proofreading correspondence, completes research and compiles reports, distributing or filing official forms, scheduling appointments and meetings, preparing travel arrangements, and collecting fees.
- 3) Receives, screens and routes calls, mail, and visitors.
- 4) Receives inquiries and complaints from public, resolves if possible or refers to the appropriate official.
- 5) Performs numerous essential record-keeping duties to organize and maintain department information and filing systems, maintaining correspondence and reports including confidential material.
- 6) Performs a variety of secretarial duties that require initiative, discretion, and independent judgement.
- 7) Completes appropriate records management for Department files and records in coordination with transferring files/records to the City Clerk's Office for retention.
- 8) May process time sheets for employees and assist with payroll.
- 9) Enters and processes accounts payables for Department expenditures.
- 10) Receives and processes purchase requisitions from all departments for the issuance of Purchase Orders.
- 11) Arranges meetings, provides backup documentation for meetings; keeps abreast of ordinances, policies, and procedures.
- 12) Maintains and processes Solid Waste Collection Assessment Database.
- 13) Serves and provides Notary Public service to the public (required for full-time position), keeping abreast of specific laws and requirements for notaries.
- 14) Coordinates, works, and attends major holiday activities including decorations, events, parades, and other City functions.
- 15) Assist in the development of new and/or revised procedures to simplify and improve forms and services rendered.
- 16) Assists other Staff with various projects as assigned.
- 17) Performs other duties and special projects as assigned.

B. Business Tax Specialist:

- 1) Answers complex inquiries and requests regarding local business tax receipts (f/k/a occupational licenses) from the public and business community, through friendly, professional customer service skills, asserting the needs of the customers and providing appropriate assistance and information.
- 2) Explains and interprets City, County, State, local business tax receipts, and contractor registration policies and procedures including verify corporation and/or fictitious name registrations prior to issuance or renewal of a Business Tax Receipt.

- 3) Receives and verifies accuracy of all business tax receipt applications, forms, and documents required for new businesses, renewals, and transfers of ownership or address and determine correct penalties, classifications, and fees. Obtain zoning approval, coordinates required inspections with other Departments. Follow up on past due invoices and non-renewed businesses.
- 4) Completes processing and documentation of all transactions using department specific software computer system.
- 5) Attends appropriate training; obtain certification as a Business Tax Official (required for full-time position).

C. Computer Systems:

This position is responsible for performing various tasks that are necessary for the operation of data communication and related software. Duties include:

- 1) Assists in the design, maintenance, and development of the City's website pages.
- 2) Implements time-sensitive updates to website information from all City departments.
- 3) Schedules and supervises technical work in the use of all the City's personal computers and related equipment.
- 4) Receives and assigns IT issues from various requests.
- 5) Performs project management for citywide information technology projects and initiations.
- 6) Assists City staff by responding to a wide variety of technical end-user trouble calls.
- 7) Coordinates and assists in the implementation of computer systems by supervising the installation of computers and software applications.

2. QUALIFICATIONS

A. Knowledge of:

- 1) Principles, practices, and methods of office procedures.
- 2) Modern office systems and technology including personal computer, laptops, computer networks, scanners, digital cameras, and software with proficient knowledge of Windows 10, Microsoft Office Word, Excel, PowerPoint, and Outlook.
- 3) Operating multi-line phone systems and various other office equipment.
- 4) Business letter writing, email communications, and report preparations.
- 5) English usage, spelling, grammar, punctuation, and arithmetic.
- 6) Principals, methods, and techniques used in developing websites.

B. Ability to:

- 1) Touch type accurately and efficiently.
- 2) Spell and use correct grammar.
- 3) Speak calmly and distinctly in stressful situations, control personal emotions and reactions
- 4) Multi-task in stressful and normal situations; organize all duties assigned.
- 5) Hear and distinguish the spoken word at ordinary auditory thresholds.
- 6) Physically and mentally work independently.
- 7) Perform and organize job responsibilities in a timely manner to meet scheduled deadlines and determine next appropriate action.
- 8) Coordinate, delegate and negotiate; make decision in accordance with departmental policy.
- 9) Prepare and compose letters and reports.
- 10) Display total discretion when dealing with subjects of a confidential nature always maintaining the City's best interest.
- 11) Communicate effectively, orally and in writing with the public, members of the business community, elected officials, Department Heads, other employees of the City and employees of other governmental agencies.
- 12) Apply good judgement, deal effectively and diplomatically with co-workers, Supervisors, and the public, some of whom may be irate and unreasonable.
- 13) Establish and maintain effective working relationship with co-workers, supervisors, and vendors.
- 14) Represent the City at public special events and projects such as major holiday activities, career fairs, etc.
- 15) Diagnose, trouble shoot, and solve problems related to the operation of personal computers, related equipment, and software.
- 16) Maintain administrative, fiscal, and general records.
- 17) Work after hours when necessary.

3. MINIMUM REQUIREMENTS

A. Education and Experience:

- 1) High school diploma or equivalent.
- 2) Must be able to type at least 30 wpm
- 3) Secretarial or computer technology experience (3-years preferred).
- 4) Associates Degree preferred.

B. Licenses, Certificates, Additional Requirements:

- 1) Must be at least 18 years of age.
- 2) United States Citizen or a resident alien of the State of Florida.
- 3) Valid Florida Driver's License (3-year clean driving record and maintained after employment).
- 4) Must have, and maintain after employment, an active account with a financial institution for required participation in payroll direct deposit.
- 5) Pass pre-employment substance screening and complete physical upon being offered employment.
- 6) Pass background investigation and reference check.
- 7) Pass a speed-typing test and/or clerical test administered during the interview process.
- 8) For full-time position only:
 - a) Florida Notary Public Commission (obtain within 6-months of employment).
 - b) Certified Business Tax Official (must complete within 3-years of employment).

4. TOOLS AND EQUIPMENT USED

Personal computer including word processing and accounting spreadsheet software, multi-line telephone system, fax machines, 10-key calculator, printers, scanners, copy machines, miscellaneous office equipment and accessories customarily used in an office environment.

5. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and office equipment. The employee is regularly required to sit, walk, talk, or hear. The employee is required to use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell. Requires sitting for long periods, using telephones, computers, and typewriters. As a result, employee can experience significant eyestrain and back discomfort.

Must have sufficient physical strength and ability to lift, move, and carry objects weighing up to 30 pounds and/or objects weighing more than 30 pounds with assistance independently and repeatedly. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Required to drive City vehicles while on City time to make deliveries, make purchases at local businesses, and drive to training and/or education classes.

6. WORK ENVIRONMENT

This job consists of work situations that are of a repetitive and non-repetitive nature. Many complex decisions are based on concrete and abstract variables requiring accuracy. The employee must have the ability to report for work on time and be able to work extended hours when required by Supervisors, including holidays, evenings, weekends, or any other period not included in the employee's regular shift schedule. The noise level in the work environment is usually quiet to moderate. There may be distracting background noise from multiple phones ringing and conversations.

7. WORK LOCATION AND HOURS

City Hall, Finance Department, 55 Southeast 3rd Avenue, Room 101.

40-hours per designated 7-day work week (Friday to Thursday); regular office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., two 15-minute breaks and a 30-minute unpaid lunch break.

8. ADDITIONAL INFORMATION

- A. Evaluation Period:** Successful candidates will be on an evaluation/probationary period for 6 months (or more), to allow a period for an evaluation of ability, work habits and conduct. The Department Head has authority to dismiss the new employee without notice and without cause being given. *Employees are not authorized to use accrued annual leave hours while on new hire probation. Salary increased \$1,00.00/year after evaluation period completed.
- B. Drug Testing Policy:** The City is committed to providing a safe work environment for all its employees. The abuse of alcohol and drugs is a national problem which impairs the safety and health of employees and the public, promotes crime, and harms the entire community. To maintain the highest standards of morale, productivity, and safety, the City has instituted a drug and alcohol-free workplace program.
- C. E-Verify:** To comply with Federal and State law, the City participates in E-Verify. All newly hired employees are queried through this electron system established by the Department of Homeland Security and the Social Security Administration to verify their identity and employment eligibility. Any employment offer is contingent upon compliance for Form I-9 completion timelines and confirmation of employment authorization by E-Verify.
- D. Veterans' Preference:** Former military personnel, or their spouse, that have been verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. The Veterans' preference laws do not guarantee the Veteran a job. Positions are filled with the best qualified candidate as determined by the hiring Department Head.
- E. Benefits:** In addition to competitive salaries and the opportunity for continuing professional development, the City offers an excellent benefits package. Our employees enjoy the many benefits of living in South Florida with its wonderful sub-tropical climate, exceptional year-round recreational opportunities, and the following benefits (**Denotes benefits offered to Part-Time employees):
- Health Insurance (City pays coverage for employee and contributes toward family/spouse premiums)
 - Group Life and Disability Insurance (City pays coverage for employee). Additional policies can be added at group rates by the employee
 - Additional variety of insurances may be obtained at group rates by the employee through payroll deduction (examples are, but not limited to, legal, cancer, long term illness, dental, and vision)
 - Job Connected Injury Benefits**
 - Paid Leave Benefits* (accruing 96.0 hours annual leave and 96.0 sick leave hours per year, plus other types)
 - 12 Paid Holidays
 - Available Credit Union membership
 - Pension Plan (City and employee contributions)
 - 457 Deferred Plan (employee contribution)
 - Direct Deposit Bi-weekly Payroll**
 - Salary Step Plan**

CONTACT: *Lane Earnest-Gamiotea, CMC, City Clerk/Personnel Administrator
55 Southeast 3rd Avenue, Room 100, Okeechobee, Florida 34974*

