

## **CITY OF HOLLY HILL**

### **JOB DESCRIPTION**

**JOB TITLE:** Receptionist (Part-time) Resource Center

**DEPARTMENT:** Public Works

**DESCRIPTION:**

Performs routine clerical and receptionist functions such as meeting, greeting and assisting citizens utilizing the Resource Center, answering the telephone, taking messages, handling routine issues and performing general clerical/secretarial duties.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs duties of a clerical nature. Meets, greets, directs and assists users of the City's Resource Center to check out books, videos and use of equipment in the computer lab.
2. Provides information to visitors regarding the services and operation of the Resource Center.
3. Receives and routes calls as needed. Takes messages and relays information in facilitation of the mission of the Resource Center and the City of Holly Hill.
4. Sets up and maintains office files. Files letters, reports and related information in the prescribed manner. Assembles information for others use. Opens, prioritizes and processes mail.
5. Types using PC-based work processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data into computer containing technical terminology. Retrieves data for reports.
6. Performs research and retrieves records. Assists in the preparation and maintenance of department records.
7. Assists other members of the staff of the Resource Center, the Public Works Department and the City as requested.
8. Working hours may be subject to change based on usage of the Resource Center and may include evenings and/or weekends.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of MS Office Suite, Word and Excel computer programs
- Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letter, etc.
- Knowledge of office practices and procedures.
- Knowledge of the Department and City's policies, procedures and practices.
- Ability to access input and retrieve information from a computer.
- Ability to communicate using speaking, hearing and visual skills.

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**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Three (3) years work experience involving secretarial/clerical duties including the use of WORD and EXCEL software.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications)

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Types at 55 words per minute
- Ability to access input and retrieve information from a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to communicate both orally and in writing

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

**RESIDENCY REQUIREMENTS**

In accordance with the City's Charter, all employees shall reside within Volusia County, Florida, or if outside of Volusia County, Florida, within thirty (30) driving miles of the municipal limits of Holly Hill, Florida.

*November 2011*