

**TOWN OF ASTATULA**  
**ADMINISTRATIVE ASSISTANT**

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

This position reports to the Town Clerk and performs routine and advanced tasks to support administrative staff and clients in the field of municipal government.

**PRIMARY RESPONSIBILITIES:**

- Assist staff in Town Hall, including the Town Clerk, Police Chief, and Building Department.
- Assist residents with various tasks as requested in person, electronically, and by telephone.
- General office duties, including typing, copying, faxing, answering phones, filing, mail distribution, inventory office supplies, basic data entry, etc.
- All other duties associated with the position as deemed necessary.

**EDUCATION AND SKILLS REQUIRED:**

- Must possess a high school diploma or equivalent.
- Ability to multi-task with the ability to prioritize tasks.
- Ability to plan and organize work in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with Town Staff, Municipal Officials, and the General Public.
- Ability to maintain a professional demeanor and customer service skills.
- Ability to communicate effectively and efficiently both orally and in writing.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office software, including Excel, Word, PowerPoint, Publisher, and Outlook.

**PHYSICAL REQUIREMENTS**

- Must be able to sit for extended periods and enter data on a personal computer or terminal. Work requires reaching, standing, grasping, and repetitive motions.
- Occasional bending, stooping, and lifting up to 25 pounds. Will be required to file and/or retrieve files and transport material and/or equipment to off-site storage facility.
- Tasks require visual perception and discrimination. Visual acuity is required for preparing and analyzing written or computer data, operating machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Ability to communicate verbally in person and on the telephone.

***The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.***

**COMPENSATION**

Part-Time Position. Varying hours Monday through Thursday between 9:00 am - 5:00 pm.  
Hourly Wage \$15.00 - \$17.00 DOQ.

Part-time employees are offered annual and sick leave after 6 months of employment and retirement.

**A background check and drug screen will be required. The Town is a Drug-Free and Tobacco-Free Workplace.**

***We are an Equal Opportunity Employer and offer Veterans Preference upon initial hire per Florida Statute 295. Appropriate documentation must be submitted to establish Veterans Preference eligibility prior to the closing date of the position. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Selected applicants receiving a conditional offer of employment will be subject to a complete background check, drug testing, and a medical examination. We reserve the right to update the minimum qualifications of the position and close the position prior to the closing date.***

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

Please email the application along with a copy of your resume to the Town Clerk at [TownClerk@astatula.org](mailto:TownClerk@astatula.org)