



The City Beautiful

## City of Coral Gables Job Description

**Job Title:** Clerical Aide/Seasonal  
**Department:** City Clerk  
**Classification:** 9006 – Part Time  
**Pay grade:** \$9.84 - \$11.05 per hour  
**FLSA:** Non-Exempt

**Prepared Date:** 4/10  
**Approved By:** Walter J. Foeman  
**Approved By:** Elsa Jaramillo-Velez



### Summary

This is responsible specialized work assisting with processing passport application. Assignments are received from the Passport Acceptance Facility Agents (i.e. City Clerk, Deputy City Clerk, Operational Services Coordinator, Operational Services Assistant, Secretary), and are carried out in accordance with standard procedures. Also, some research and dissemination of information to the general public, City departments and other governmental agencies regarding the City Code and Charter is included within the scope of functional responsibility.

### Essential Duties and Responsibilities

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.

Assists staff engaged in conducting research and preparing responses for complex requests received from the general public, City departments and governmental agencies pertaining to the City Code and Charter. Provides support with the everyday operation of the Passport Facility by performing the following tasks in furtherance of the applications process:

- Ascertain when customer is traveling;
- Ascertain if the U.S. citizen has had a U.S. Passport;
- Request completion of a Form DS-11 (first time applicant);
- Request customer to complete a Form DS-82 (if eligible for renewal);
- Check for proof of U.S. citizenship (i.e. Birth Certificate);
- Check for proof of residency (i.e. Drivers License), record type of I.D. on application;
- Review for two (2) Passport photographs;
- Review DS-11/designated Passport Application document for competence;
- Ensure that Passport Oath is administered (Note: As per Federal policy, oaths shall only be administered by Passport Acceptance Facility Agents/full time staff);
- Ensure Witness signature (Note: Documents shall be witnessed by Passport Acceptance Facility Agents/full time staff);
- Ensure Application is Certified and Sealed (Note: Said task shall only be performed by a Passport Acceptance Facility Agent/full time staff);
- Collects and retain applicable fee(s) (Note: Fees may be internal (i.e. execution fee, photographic and mailing fees) and external (i.e. passport and mailing fees))

## **Knowledge, Skills, and Abilities**

Knowledge of the basic principles of bookkeeping, to include ability to make arithmetic computations and tabulations.

Ability to operate computer, calculator and other office equipment.

Good verbal and written communication skills are required.

Ability to communicate professionally and maintain effective working relationships with customers and employees.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Work is predominately performed indoors in a quiet to moderately noisy environment. Must be able to lift, carry or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

High School Diploma or equivalent.

Bilingual (fluency in English and Spanish) skills preferred.

Some coursework in bookkeeping or accounting.

Minimum one (1) year of relevant bookkeeping or accounting experience.