



The City Beautiful

City of Coral Gables Job Description

Job Title: Clerk I
Department: Public Works/Parking Division
Classification: 0105
Pay grade: 12C
FLSA: Non-Exempt

Prepared Date: 06/2014
Approved By:
Elsa Jaramillo-Velez
Carmen Olazabal



Summary

Performs varied, specialized clerical work according to established procedures. Responsible for light bookkeeping, light accounts payable/receivable and customer service duties. Responsibilities include assisting public at customer service window, data entry, money room functions and records maintenance. Work is assigned and reviewed under the general guidance of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists public and other departments by answering questions, acquiring information, providing general assistance, receives complaints and resolves problems.

Performs cashier duties including but not limited to selling parking permits and meter bags, valet, cash keys, and serving as back up in money room.

Posts and maintains journal ledgers and other records. Runs required reports to summarize, track, verify, reconcile and balance data.

Balances tickets with journal and logs all data in the collection receipt book.

Processes invoices for payment. Verifies data as requested. Processes billings.

Performs a variety of clerical duties to include data entry, maintaining records and files, answering phones. Operates computer, calculator and other office equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of the principles and practices of accounts receivable, accounts payable, bookkeeping, and cashing. Ability to make arithmetic computations and tabulations. Ability to maintain detailed records, conduct research and compile data into reports. Ability to operate computer, calculator and other office equipment. Ability to communicate effectively with management, co-workers, the public and City officials. Good written and oral communications skills are necessary.

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, use hands to fingers, 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, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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

Minimum Education and Experience

High school diploma or equivalent.

Coursework in accounting or bookkeeping.

Minimum one year of relevant experience in accounts receivable, accounts payable or cashiering.