



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

**POSITION TITLE: Administrative Assistant I**  
**DEPARTMENT: City Manager**  
**DIVISION: City Clerk**  
**SUPERVISED BY: City Clerk or Executive Assistant**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Administrative Assistant provides clerical and administrative support within the City Clerk's Office and serves as the primary receptionist at City Hall. This position is the first point of contact for visitors and callers, requiring professionalism, excellent communication skills, and a strong customer service orientation. Responsibilities include greeting the public, routing inquiries, maintaining records, assisting with clerical tasks, and supporting the functions of the City Clerk's Office. Work is performed under the supervision of the City Clerk or designee. This position requires accuracy, attention to detail, and the ability to work in a fast-paced environment while following established procedures. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Serve as the receptionist for City Hall; greet visitors, answer incoming calls, and provide general information or route inquiries to the appropriate department.
- Provide administrative support to the City Clerk's Office, including filing, scanning, copying, and data entry.
- Maintain and update office records, files, and contact directories.
- Assist in preparing correspondence, memos, and other documents.
- Provide support for public records requests, meeting notices, and other City Clerk functions as directed.
- Process incoming and outgoing mail and deliveries.
- Maintain the reception area and ensure it is presentable and welcoming.
- Assist in scheduling appointments, meetings, and use of City Hall conference spaces.
- Provide courteous and professional customer service to residents, visitors, and staff.
- Perform other duties as assigned.
- Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern office practices, procedures, and equipment.
- Skill in operating standard office equipment and Microsoft Office Suite.
- Ability to communicate effectively and courteously in person, by phone, and in writing.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to organize, prioritize, and complete tasks with accuracy and attention to detail.
- Ability to work independently and cooperatively with other departments.

- Strong interpersonal skills and ability to maintain a professional public image.

**PHYSICAL SKILLS:** Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 45lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

**EDUCATION, TRAINING AND EXPERIENCE:**

- High School Diploma or GED required; Associate’s degree preferred.
- One (1) year of clerical, administrative, or customer service experience required.
- Experience as a receptionist or in a public-facing administrative role preferred.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:** Valid Florida Driver’s License – Class E.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: See current pay scale**