

City of Fernandina Beach  
Job Description

  
City Manager's Signature

  
Date

Title: **Staff Assistant**  
Department: Finance  
FLSA Status: Non-Exempt  
Reports to: Utility Billing Supervisor  
Salary Grade: 126

**Minimum Qualifications:**

High school diploma or GED required, Associate's degree in Business Administration preferred, plus two years work experience in an office environment. Proficiency in Microsoft Office Suite and basic understanding of accounting required. Excellent oral and written communication skills required. Customer service experience a plus. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

**General Description:**

Advanced administrative and clerical work; functions in a specialized technical staff capacity.

**Essential Functions:**

1. Post utility billing payments (checks, credit cards, and cash) to Utility Billing system.
2. Greet and assist visitors and staff in a friendly, professional, and hospitable manner; provide information as requested.
3. Professionally and courteously respond to all incoming telephone calls and either assist caller or route call appropriately.
4. Prepare memos, correspondence, reports, and other documents
5. Sort and file correspondence, reports, and other documents.
6. Operate standard office machines and equipment.
7. Attend and participate in administrative meetings as required.
8. Other duties as assigned.

**Essential Physical Skills:**

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, walking, standing, kneeling, and bending.

**Environmental Conditions:**

Works inside in an office environment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Key Competencies:**

Integrity, Business acumen, Initiative, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written)