# LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

## **OFFICE SUPPORT ASSISTANT (PART-TIME)**

Department: Administration FLSA Class: Non-exempt Reports to: Administrative Services Director Hours: 8:00 a.m. - Noon

## POSITION OBJECTIVE & SUMMARY

Performs a variety of general office and clerical duties involving courier and maintenance services inside and outside the office, and special projects as assigned.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Runs errands, picks up mail from and delivers mail to the post office, delivers fleet vehicles for routine maintenance, and various other courier-type services outside of the office.
- Sorts interoffice, USPS mail and other carrier packages and ensures delivery to the proper drop off place and/or recipient.
- Retrieves and delivers supplies to area workstations and/or departments.
- Assists helpdesk support technician with moving furniture and workstation equipment.
- Miscellaneous clerical assignments include scanning documents, data entry, etc., or other projects as needed.

# COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Skill in the use of Microsoft Office applications including Word, Excel & Outlook.
- Ability to operate fleet vehicle with strict adherence to safety rules, driving laws, scheduled routines and other applicable guidelines.
- Ability to communicate effectively and tactfully and work cooperatively with others.
- Ability to perform detail-oriented tasks in a high-volume work environment.
- Ability to work independently and change priorities upon request.
- Ability to follow verbal and written instruction, perform detail-oriented tasks, and work independently.
- Ability to operate standard office equipment such as computer, copy machine, and scanner.

## **EDUCATION / EXPERIENCE / LICENSING**

Graduation from high school or GED equivalent. Some experience/training in general office practices such as typing and basic computing skills; or other applicable training and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Attainment of Certified Florida Evaluator (CFE) designation encouraged. Possession of a valid Florida Class "E" Florida driver's license with a clean driving record (no past or pending at-fault accidents, excessive speeding or suspension of driver's license for any moving violation within three years) is required.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work is predominantly performed in an office setting with periods of sitting, some standing, bending, stooping, squatting, and/or reaching. Periodic exposure to outdoor environmental conditions while performing courier and vehicle transfers. Specific vision abilities required by this job include attention to a computer monitor for approximately 50% of the workday. The employee may occasionally be required to lift up to 100 pounds.

#### **OTHER DUTIES**

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

**April 2024** 

Compensation: \$16.00/hour