

Property Clerk (full-time; non-exempt)**Police Department****Hours:** Monday – Friday 8:30a-5:30p**Pay Rate:** Starting \$22.00 hourly**Knowledge Skills and Abilities:**

- Ability to accurately enter and/or retrieve information from various computer systems and/or programs in a timely manner.
- Ability to communicate effectively verbally and in writing.
- Ability to prioritize work.
- Ability to perform other clerical duties such as filing, answering the phone and/or compiling correspondence.
- Skill in the use of office equipment including computers, scanners, laminators, and various software applications.

PHYSICAL ABILITIES

- Required to speak and hear clearly. Often required to sit and use hands and fingers, to handle or feel. Occasionally required to stand, walk, reach with arms and hands, climb stairs or balance, and to stoop, kneel, crouch or crawl.
- Requires ability walk, bend/stretch, stoop, reach and climb (stairs or stepladders). Frequently push, pull, lift and/or carry materials weighing up to 25 lbs., and to occasionally push, pull, lift and/or carry materials weighing up to 30 lbs.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to focus are required.
- Must possess the hand/eye coordination and manual dexterity necessary to use hands and arms to finger, handle, grasp, and feel.
- Must be able to operate the following: vehicles, computers, and any other equipment that is used to perform the essential functions of the job.
- Possible exposure to hazardous chemicals, narcotics, firearms, and blood pathogens.

Tasks and Policies:

- Provides information, assistance, and services to the general public, employees, and others in person, by telephone or by other forms of communication.
- Prepares and maintains written correspondence as required.
- Performs routine computer-related duties including data entry and retrieval.
- Performs routine clerical, scanning and filing duties.
- Maintains records, libraries, and office files.
- Picks up, delivers or receives and disseminates correspondence, documents, and/or other information.
- Successfully completes all assignments to specifications, within specified timeframe and budget as directed and in accordance with agency policies and regulations.
- Accurately receives or returns inmate property and/or money and prepares necessary receipts as set by agency policies and procedures and General Orders.
- Performs other related duties as assigned.

POLICY

- Arrives on time for work, limits breaks and lunches to the allotted time, and leaves on time. Uses leave in accordance with General Orders; communicates and cooperates with management in providing proper notice of leave; patterns and amounts of leave

usage (not including legitimate, properly scheduled and approved leave and protected leave).

- Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards.
- Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team meetings, working with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made.
- Follows standard office procedures, safety policies and procedures and agency policy and procedures.
- Maintains good interpersonal relations (the manner in which the employee responds emotionally and verbally) with the public, other employees, and supervisors. This policy also relates to the image the employee projects and includes cleanliness and personal grooming.
- Operates and cares for equipment and tools vehicles according to prescribed standards and schedules.

Minimum Qualifications

- High school diploma or equivalent (GED) required.
- Passing score of 80% or higher on data entry exam.
- Valid Florida driver license required.
- Language: English - Preference given for Spanish and/or Creole

Full Time Benefits:

100% health insurance, paid vacation and sick leave, life insurance, Florida Retirement System (FRS), Valic 457 options, etc.

Must pass background screening and drug test for Police Department personnel. Must complete Police Department application found on Jobs section of city website. You may also pick up an application at the Police Department Dispatch window. Applicants that do not complete a Police Dept. application will not be considered. Send your completed Florida City Police Dept. application to:

**Attn: Investigator J. Hoyte
City of Florida City Police Dept.
404 West Palm Drive
Florida City, FL 33034
EOE/DFWP**

Job Type: Full-time

Pay: From \$22.00 per hour

Expected hours: 40 per week

Benefits:

- Employee assistance program
- Flexible spending account

- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday

Ability to Relocate:

- Florida City, FL 33034: Relocate before starting work (Required)

Work Location: In person