

FLEET ADMINISTRATIVE CLERK

Definition: Under general supervision provides a variety of clerical support services to the Fleet Maintenance Department.

Essential Functions: (Essential functions as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive list of all functions and tasks performed by positions in this class.

Tasks:

Enters records and reports into computerized records system to provide a current and accurate database of activities; types appropriate information onto required state and city forms; provides copies of requested records and reports for supervisor, director and other authorized individuals; maintains payroll, sick, vacation and jury duty time; orders and receives parts, tools, equipment, etc.; reviews and consolidates work orders completed by technicians on a monthly basis.

Performs a variety of clerical support activities for departmental personnel; provides assistance to callers and outside vendors; picks up and delivers vehicles to user departments, body shops, dealerships, repair, etc.; assesses vehicles for assignment and parts ordering; maintains current inventory of parts, vehicles, and office supplies; orders office supplies; approves invoices, purchase requisitions, and closing work orders.

Knowledges, Skills, and Other Characteristics:

Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
Knowledge of the principles, practices and procedures of vehicle and equipment maintenance.
Knowledge of personnel principles and practices.
Skill in analyzing information and drawing valid conclusions.
Skill in researching and gathering information related to vendors, contractors, equipment and supplies.
Skill in developing and maintaining effective interpersonal relationships.
Skill in oral communication in one-on-one and group situations.
Skill in written communications for technical purposes.
Skill in operating D-Base computer hardware and software.
Skill in scheduling and prioritizing vehicle repair and assignment.
Skill in performing data entry and data retrieval of computerized police records.
Skill in operating a variety of office equipment.
Skill in file and records management.

Physical Requirements: Work requires on-site inspection and delivery of equipment and vehicles.

Qualifications: Experience equivalent to one-year full time office or clerical support work; and completion of an accredited program in General Business, Office Practices or closely related field. Must possess a valid Florida driver's license.