



CITY OF ORLANDO JOB DESCRIPTION

JOB TITLE: FPR ASSISTANT - Internship

PAY: Unpaid

HOURS: 25-35 hours per week primarily between 8:00 a.m. to 5:00 p.m. (flexible), Monday through Friday with occasional nights and weekends

LOCATION: 595 North Primrose Avenue, Orlando, FL 32803

NATURE OF WORK:

The City of Orlando's Families, Parks and Recreation Department (FPR) is seeking a personable, dependable professional candidate to serve as an assistant in the Director's Office. The candidate should have excellent customer service and teamwork skills. The primary function of this position is to perform complex secretarial and/or clerical work for the Director's Office. Responsibilities include, but are not limited to, providing customer service/information to the public, researching, gathering, and compiling information for meetings and reports, maintaining complex records, attending meetings, transcribing meeting minutes, proofreading, maintaining a comprehensive filing system, maintaining calendar and scheduling appointments, running errands and monitoring supply inventory.

Knowledge, Skills, and Abilities:

Skilled in providing excellent customer service. Knowledge of English composition, general math, and office practices and procedures. Knowledge of word processing and spreadsheet applications, especially Microsoft Word and Excel. Ability to type between 35 and 45 cwpm. Ability to operate personal computer and related equipment. Ability to sit for extended periods of time. Ability to work independently and adhere to established routines and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATION REQUIREMENTS:

High school graduate, college preferred, plus two (2) years clerical and/or secretarial experience; valid driver license and dependable car required.

For qualified candidates, please send resume to Cheryl Rainsberger, City of Orlando, Families, Parks and Recreation Department, 595 North Primrose Avenue, Orlando, FL 32803, or email cheryl.rainsberger@cityoforlando.net or fax to 407-246-4038.