

## **Ryan L. Butler**

Clerk of Circuit Court & Comptroller  
P.O. Box 1028  
Vero Beach, FL 32961-1028  
Telephone: (772) 226-3100



### **JOB VACANCY NOTICE**

Job Title: **Clerical Assistant**  
Department: **Comptroller Division**  
Entry Salary: **\$15.47**  
Job Type: **Part Time Non Exempt**

Position **#2025-0004-201**  
Posting Date: **04/14/2025**

#### **MAJOR JOB DUTIES:**

Under close supervision from the Chief Deputy Comptroller, performs routine duties including, but not limited to, accounting, typing, data entry, and managing Excel spreadsheets and Word documents.

#### **NECESSARY SKILLS:**

- Must be proficient in intermediate Excel and Word.
- Data entry accuracy.
- Must be able to multi-task, pay attention to detail, and effectively communicate.

#### **HOURS:**

8:30 AM – 1:30 PM

Monday – Friday

Indian River County Administration Building A

<b>Comptroller Division Clerical Assistant</b>
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**DEPARTMENT:** Comptroller Division

**MAJOR PURPOSE OF JOB:**

Under close supervision from the Chief Deputy Comptroller, performs routine duties including but not limited to light accounting, typing, data entry, managing Excel spreadsheets and Word documents. Distinguishing characteristics: 1) **Complexity of work:** Work is simple to moderately complex. 2) **Supervision required:** Works under close supervision. 3) **Required knowledge, skills and abilities:** Work requires working knowledge of prescribed procedures, systems and routines; simple to moderately complex subject matter. 4) **Responsibilities:** Has relatively few opportunities to make decisions in carrying out work. **and/or** 5) **Judgment:** Work requires relatively less analysis and judgment.

**MAJOR JOB DUTIES:**

1. Clerical Assistant duties include answering phone, filing documents, keying data into spreadsheets, typing letters, scanning documents, answering and distributing emails, mailing documents, and making labels for file folders and binders.
2. Opening, stamping and distributing mail. Communicating with couriers. Requires walking and retrieving mail from two County buildings.
4. Ordering and monitoring office supplies.
5. Report and route office equipment problems to the appropriate vendors.
6. Uploading files from utilities database to general ledger program. Posting files to system and scanning in related documents.
7. Assist accounts payable staff with the weekly check run.
8. Logging and receipting funds at the front desk.

**(These major job duties are not a complete statement of all duties required of the job. Incumbents will be required to perform such other related job duties as may be assigned or required.)**

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively verbally and in writing in standard business English, with working knowledge of arithmetic, spelling, grammar and punctuation. Must be able to understand and follow simple to moderately complex oral and written instructions.
- Must be proficient in intermediate Excel and Word, familiar with workbooks, merging files, mail merge and sorting/filtering. Must be able to prepare and maintain a variety of simple to moderately complex records and compile data and assist in preparing reports from such records.
- Skill and ability to operate standard office machines with appropriate speed and accuracy.
- Reports to and assists multiple finance staff, dependent on duty performed, on various Excel and Word documents.
- Ability to maintain effective working relationships with finance staff, Clerk's Office personnel, external County departments, and the general public.
- Ability to work independently.
- Apply working knowledge of the goals and focuses, and supports the mission of the Clerk's Office.
- Complies with the policies and principles of the Clerk's Office.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an equivalency diploma and at least one (1) year related experience in secretarial, administrative, bookkeeping or clerical work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform the job.

**PERSONAL WORK RELATIONSHIPS:**

- Internal: Comptroller Division employees: coordinating work and accomplishing job duties, Clerk's office personnel from other departments.
- External: County offices and the general public.

**ESSENTIAL PHYSICAL SKILLS:**

- Works in a standard office environment, normally seated, but confined to the work area for extended periods of time.
- Required physical abilities include but are not limited to: the ability to remain alert; sitting/standing; bending/squatting; climbing/reaching; crouching/kneeling; pushing/pulling; speech and hearing as required for verbal and telephone conversation; visual acuity and clarity either assisted or non-assisted including full field of vision, color and depth perception as required for daily tasks of communication, filing, reviewing paperwork, computer operation, etc.; repetitive action and manual dexterity, fine manipulation and motor skills, lifting and carrying.
- Regular in-office attendance.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

APPROVED: **Ryan Butler**  
Digitally signed by Ryan Butler  
DN: cn=Ryan Butler, o=Indian River County  
Clerk of Court and Comptroller, ou,  
email=rbutler@clerk.indian-river.org, c=US  
Date: 2024.02.05 10:16:13 -05'00'

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