



Job Posting: Temporary Administrative Clerk

Job Title: Temporary Administrative Clerk

Location: City of Lake City

Employment Type: Temporary (30-60 days)

Pay Rate: \$ Based on experience

Schedule: Monday – Friday, 10:30 AM – 3:30 PM

Position Summary

We are seeking a detail-oriented, reliable, and professional **Temporary Administrative Clerk** to join our team. In this role, you will provide essential clerical and operational support to keep our office running smoothly during a busy transitional period. You will be the friendly first point of contact for visitors and callers while helping our staff manage daily schedules, documents, and records.

Key Responsibilities

- **Office Reception:** Greet walk in traffic in a professional demeanor and direct incoming phone calls or inquiries.
- **Calendar & Scheduling:** Manage calendars, schedule internal/external meetings, and coordinate appointments.
- **Document Preparation:** Draft, format, and proofread routine correspondence, memos, reports, and presentations.
- **Records Management:** Maintain and organize filing systems, assist with data entry, and update database records.
- **Office Logistics:** Manage incoming/outgoing mail and packages, and support basic equipment upkeep.
- **Project Support:** Assist team members with special projects, event logistics, and general administrative duties as needed.

Qualifications & Skills

- **Experience:** Minimum [1–3] years of general office, clerical, or administrative assistant experience.
- **Education:** High school diploma or GED required; Associate's or Bachelor's degree is a plus.
- **Technical Skills:** Must be very proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with basic cloud-based tools (Google Workspace, Zoom, Teams).
- **Communication:** Excellent written and verbal communication skills with a polite, professional phone manner.
- **Organization:** Exceptional multitasking abilities, high attention to detail, and a proven talent for meeting deadlines.
- **Discretion:** Ability to handle sensitive or confidential information with professionalism and integrity.

How to Apply

Please submit your resume and a brief cover letter outlining your availability and relevant experience to Patrick Smith at cityadmin@cityoflakecity.com.

The City of Lake City is an Equal Opportunity Employer