

MAJOR FUNCTION

This is temporary position supplying supplement support for a community-wide vaccination effort. Work is reviewed by a higher level person while in progress, through observation and upon completion.

ESSENTIAL JOB DUTIES**Essential Duties**

Positions assigned to this job class perform various customer service support duties that may include: assists with basic tasks associated with the program; provide basic customer service including answer phone, answer customer questions and/or provide program information, give directions, and data entry. Work may be performed indoors and outdoors, sitting and standing.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills (As applicable to designated positions)**

Ability to instruct program participants regarding activities. Ability to perform general clerical duties. Ability to follow either oral or written instructions. Ability to communicate effectively, clearly and concisely. Ability to interact with the public.

Minimum Training and Experience

Must be a City of Tallahassee retiree. Must be retired from the City for at least 26 weeks.

Established: 02-15-21