

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Administrative Clerk/Inspector

DEPARTMENT: Maintenance

SUPERVISOR: Maintenance Manager

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 101 (\$35,349.60 - \$63,629.28)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Highly responsible clerical position performing a variety of duties for administrative staff.

EXAMPLES OF DUTIES: Conduct Janitorial inspections and documenting findings across airport campus. Help maintain the filing system for administration records and documents. Maintain all correspondence records including, but not limited to, purchase orders, invoices, purchase card transactions, and quotes. Type correspondence, reports and other documents as directed. Data entry for purchase card requisitions and transactions. Daily entry on timesheets. Accurately coding all transactions submitted to the administration for general ledger processing. Monitor budgeted expenses for the department. Compose effective and accurate correspondence and deals with non-routine matters independently. Assist in answering telephones and greeting and assisting customers.

Perform other duties as assigned.

QUALIFICATIONS: Knowledge of clerical and bookkeeping procedures, methods, and practices. Familiarity with computer operation including spreadsheets, and databases. Above average competency in communications; good human relations skills. Graduation from high school or possession of an acceptable equivalency diploma required. Three years of experience in responsible clerical capacity. A two-year Associates Degree preferred. Must have a valid Florida Driver's License.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

Occasionally - Lift/Carry: 20-35 - lbs., Push/Pull: 20-35- lbs., Kneel, Climb, Crawl, Reach above Shoulder and Reach Outward, Drive

Frequently - Lift/Carry: 20 lbs or less., Push/Pull: 20 lbs or less., Bend, Twist/Turn, Stand

Constantly - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.