

MAJOR FUNCTION

This is entry-level work as part of the Tallahassee Future Leaders Academy (TFLA), a seasonal youth employment program providing job-readiness training and work experience. Employees in this classification perform a variety of routine administrative and technical tasks under immediate supervision to support assigned City departments and TFLA program initiatives. Work is reviewed through routine supervisory oversight, observation of work performance, and feedback provided during the program session. Employees are assigned a designated job assignment and are expected to carry out duties consistent with the expectations of that placement. Work includes participation in required TFLA trainings, meetings, and program events. Assignments require the exercise of attentiveness, dependability, and the ability to follow established procedures.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Attends and actively participates in required TFLA trainings, meetings, and program events. Performs routine administrative, clerical, or technical support duties as assigned, including filing, document preparation, data collection, and assistance with basic project tasks. Contributes to team discussions and activities related to TFLA program pillars. Assists in the preparation, maintenance, and timely completion of program-related documentation and forms. Demonstrates appropriate workplace conduct, communication, and customer service consistent with City values and program expectations. Adheres to assigned work schedules and fulfills all program participation requirements. Performs related work as required.

Other Important Duties

None.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Knowledge of basic office practices, record keeping, and general administrative procedures. Knowledge of basic mathematics and standard computer applications. Ability to follow oral and written instructions. Ability to communicate clearly and courteously with supervisors, employees, and the public. Ability to establish and maintain effective working relationships. Ability to attend required program activities and complete assigned work in a timely manner. Skill in the use of computers and associated programs necessary for successful job performance.

Minimum Training and Experience

Must reside within the Tallahassee city limits be between 14 and 19 years of age at the time of application. Enrollment in 9th through 12th grade, or status as a high-school-age TEMPO participant, is required during the application period. Additionally, 14-year-old applicants must have completed 9th grade prior to the program start date.

Necessary Special Requirements

Police Department Assignments Only: Minimum age of 18 is required. Applicants must successfully pass a criminal background check and obtain CJIS certification.

Established: 01-10-19

Revised: 02-03-21

03-01-22

01-26-23

12-30-25