

Job Title: Causal Clerical Office Assistant
Department: Parks & Recreation
Title of Immediate Supervisor: Recreation Manager
Hours: Monday – Friday, 10am-2pm



Job Summary:

The Causal Temp Clerical I for the Parks and Recreation Department performs a variety of secretarial duties and tasks relating to the effective operation of the department and the delivery of its services to the public.

Essential Functions:

Task No. Description

1. Provides front line interaction with public in a friendly and professional manner through personal contact at office counter, answering telephone(s), telephone information line, and emails.
2. Receives and conveys information to and from the public and city personnel to department staff in an accurate and effective manner through the use of email, voice mail, written messages, and telephone communications.
3. Performs a variety of clerical and administrative duties by 1) processing incoming and outgoing mail; 2) maintains/updates filing systems.
4. Receives and processes program registrations and facility registrations. Collects, deposits, and maintains accurate record of all department receipts and revenues.
5. Organizes program information and materials for distribution to the public and program participants and assists in maintaining accurate program files and related information.
6. Assists supervisory staff in the planning of department services to help ensure a coordinated and effective implementation of the service to the public.
7. Performs other duties as required and assigned.

Minimum Qualifications:

Ability to effectively use office equipment such as calculator, computer, telephone, printer and copy machine. Strong computer skills and experience in use of word processing, desk top publishing, data bases, and spreadsheets. Experience with Microsoft Windows, Word & Excel preferred. Experience with Access & Activenet software preferred, but not required. Strong interpersonal and customer service skills is a must. Ability to perform in an active work environment and handle multiple tasks in an organized and effective manner ideal.