



**Job Title:** Causal Temp I  
**Department:** Parks & Recreation  
**Title of Immediate Supervisor:** Parks & Recreation Supervisor

**Job Summary:**

The Causal Temp 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 Internet 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, telephone, and radio 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, fax machine, typewriter, two-way radio, scanner, and copy machine. Strong computer skills and experience in use of word processing, desk top publishing, data bases, and spread sheets. Experience with Microsoft Windows, Word, Excel, Access, and Activenet software preferred. Strong interpersonal and customer service skills. Ability to perform in an active work environment and handle multiple tasks in an organized and effective manner.