

WASHINGTON PARK OFFICE CLERK JOB DESCRIPTION

MUST INCLUDE RESUME, REFERENCES AND COMPLETE JOB APPLICATION LOCATED ON CITY WEBSITE

JOB TITLE: PARK OFFICE CLERK

APPLICATIONS DUE BY MAY 13, 2022

REPORTS TO: PARK DIRECTOR

OFFICE HOURS: MON-FRI

8:30 A.M.-5:00 P.M.

OCCASIONAL WEEKEND AND EVENING HOURS REQUIRED FOR EVENTS

POSITION SUMMARY: Performs a variety of secretarial and administrative duties to support the Parks & Recreation Department. Provides direct support to the Parks & Recreation Director and Maintenance Foreman. Work is technical in nature and requires a broad knowledge of City and departmental functions, policies, and procedures. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses. Position is responsible for providing administrative and secretarial support in maintaining files and records, responding to inquiries, and performing a variety of clerical responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinates submission of Agenda invoices and maintains accurate schedule of upcoming City Council items.
- Provides secretarial and customer service assistance to the Parks and Recreation Department; prepares correspondence and reports; maintains and updates filing system for office; prepares and maintains office records and reports.
- Provides information and assistance to the public; responds to inquiries, requests, and complaints on the telephone and in person; explains Department programs and policies; and refers individuals to other resources as deemed appropriate.
- Provides information and assistance regarding the registration, application, and permit processes for Department programs and services; collects, verifies fees, and reconciles fees to meet program and service requirements.
- Records and deposits fees accordingly. Gathers materials and equipment for departmental programs and services.

- Solicit sponsorship, advertising and donations for programs and events as required.
- Performs clerical duties of office; screens telephone calls, sorts and distributes mail, operates, and maintains office equipment; processes all Department invoices, accounts payables, completes vouchers and records receipt of supplies
- Communicates with vendors. Performs similar or related work as required.
- Work is performed primarily in an Office setting. As necessary, incumbent will work at special events/programs possibly outdoors in the parks.

ESSENTIAL PHYSICAL DEMANDS OF THE JOB:

1. These are the essential physical demands to perform this specific job:
 - a. Lifting
 - b. Climbing/Walking
 - c. Stooping/Bending over/Twisting
 - d. Reaching/Pushing
 - e. Speaking
 - f. Hearing Required
 - g. Vision- Corrected to 20/20

ESSENTIAL ENVIROMENTAL DEMAND OF THE JOB:

1. These demands document the environment of this specific job:
 - a. Inside
 - b. Outdoor (may be exposed to weather conditions)
 - c. Noise/Vibrations
 - d. Hazards
 - e. Fumes/Dust/Odors

CONFIDENTIALITY:

Essential Function:

Position will have access to confidential and sensitive materials, materials that can not be shared with the public.

QUALIFICATIONS:

High School Diploma or GED required. Experience with Microsoft Office.

This job description is not limited to the specific duties and responsibilities as outlined. The employee may be required to perform duties of a similar or comparable nature and/or assist with projects or assignments as required.