



RECREATION SECRETARY (PART TIME)

CLASSIFICATION	C
HOURLY	\$10.50
FLSA	NON-EXEMPT

GENERAL STATEMENT OF DUTIES:

Performs responsible administrative secretarial work involving the performance of clerical tasks, organization, filing, reporting, and the strong ability to work closely with the public. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position performs responsible administrative secretarial and clerical work involving office and telephone reception, preparing and documenting departmental correspondence, filing, routing mail, creating and maintaining computer files, responding to public inquiries, etc. Work is performed under the immediate supervision of the Recreation Assistant Director. Employees in this position must be familiar with the general office duties of a secretarial nature as well as possessing a willingness to assume additional assignments and responsibility.

EXAMPLES OF WORK *(Illustrative Only):*

General office duties such as answering the telephone, typing, taking accurate messages and delivering in a timely fashion, scheduling appointments, processing mail as received, greeting the public, preparing and organizing handouts and forms, ordering supplies, etc.

Responsible for overseeing the general care/maintenance of office and equipment.

Operating various office machines/equipment including copier, personal computer, and fax machine.

Disseminates all Recreation Department information to the public and responds to all inquiries.

Responsible for processing department bills and invoices.

Coordinates with National Alliance for Youth Sports regarding all coaches, officials and parents' matters, including organization and submittal of all NAYS-related fees.

Responsible for receiving and processing all recreation-related activity fees and submitting them to the County Treasurer's Office.

Performing a wide variety of secretarial, clerical, and general office tasks.

Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good working knowledge of office procedures, methodology, terminology, and equipment. Ability to work efficiently and effectively to meet required deadlines. Excellent typing and telephone abilities. Ability to establish and maintain files and records. Ability to work well with the public and County staff.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Education equivalent to graduation from high school; considerable clerical and secretarial experience; and a strong ability to work with the public.