

Parks & Recreation Dept. Part Time Secretary

Job Summary

Performs highly responsible secretarial work, develops office procedures and answers routine inquiries.

Supervision Received

Works under the general supervision of the department head who outlines departmental policy, makes work assignments, and evaluates work in terms of effectiveness of results. Performs duties with some independence, exercises judgment and tact in answering inquiries and determining correct courses of action and matters warranting department head's attention.

Supervision Exercised

None

Examples of Duties

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

1. Receives telephone calls, and visitors to the department. Screens for nature of business and refers to Department Head. Answers routine inquiries based on knowledge of department operations.
2. Types a variety of correspondence, memoranda, forms and reports. Types material in final form assuring spelling, grammar and punctuation are correct.
3. Maintains department's filing system; maintains reference file of correspondence, memoranda, and a variety of other materials.
4. Assures proper maintenance of various office machines, including computer and copying machines; requisitions supplies.
5. Registration for all Recreation programs including Day Camp operation. Responsible for accurate accounting of all program funds. Compiles statistics for departmental reports.'
6. Will assist in the organization of all special events sponsored by the department. Will assist with the advertising for all P&R events.
7. Will coordinate the scheduling of all events at Wasserman Park. Will answer phone inquiries regarding rentals at the park; and will maintain a rental schedule keeping track of all facilities and when they are being used.
8. Processes and reconciles cash receipts for all P&R functions.

Knowledge's, Skills and Abilities Required

Good knowledge of modern office procedures. Good knowledge of operations particular to department assigned. Good knowledge of business English, spelling, vocabulary and arithmetic; ability to type accurately and rapidly; ability to transcribe letters and reports; ability to communicate in oral and written form; ability to maintain accurate records and files; ability to use computer equipment; and the ability to establish and maintain effective working relationships with other departments, employees and the general public.

Minimum Qualifications Required

Graduation from a standard high school supplemented by specialized training in similar responsible secretarial skills, familiarity with using computers for a variety of general office tasks and two years experience in secretarial work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge's, skills and abilities.

Working Conditions

Because the position requires a great deal of interaction with the general public, the ability to maintain harmonious relations with the general public is an absolute necessity. Work will be performed in the P&R office unless otherwise instructed.

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for taking instructions and receiving information.
Sight: Necessary for doing job effectively and correctly.

During an 8-hour day, employee is required to:

Consecutive Hours

Sit 1 2 3 **4** 5 6 7 8
Stand 1 **2** 3 4 5 6 7 8
Walk **1** 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 **6** 7 8
Stand 1 **2** 3 4 5 6 7 8
Walk 1 **2** 3 4 5 6 7 8

Environment: Inside 95% Outside 5%

Equipment Used: Computer, telephone, copy and fax machine, calculator.

Hand Manipulation

Grasping: Frequently required
Handling: Frequently required
Torquing: Occasionally required
Fingering: Frequently required

Controls and Equipment: Computer, calculator, copy machine, fax machine, telephone.

Licensure / Certification Requirements:

None

Other Training, Skills and Experience Requirements

None

Specific Vocational Preparation Requirements:

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days
- 3. 30 – 90 days
- 4. 91 – 180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years

- 7. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

Physical Activity Requirements

Primary Physical Requirements

Lift up to 10 lbs. : Occasionally required
Lift 11 to 25 lbs. : Rarely required
Lift 26 to 50 lbs. : Not required
Lift over 50 lbs. : Not required

Carry up to 10 lbs. : Occasionally required
Carry 11 to 25 lbs. : Rarely required
Carry 26 to 50 lbs. : Not required
Carry over 50 lbs. : Not required

Reach above shoulder height: Occasionally required
Reach at shoulder height: Frequently required
Reach below shoulder height: Occasionally required

Push / Pull: Not required.

Other Physical Considerations

Twisting: Rarely required
Bending: Occasionally required
Crawling: Not required
Squatting: Occasionally required
Kneeling: Not required
Crouching: Not required
Climbing: Not required
Balancing: Not required

Work Surface (s)

Standard office desk and chair. Wood and tile floors.