

RECREATION CLERK

NATURE OF WORK

This is work of a varied nature performing a variety of clerical, receptionist, and data entry duties for the Recreation Department, requiring judgment based on knowledge gained through experience in procedures and responsibilities. Decisions are made in terms of established precedent and routine, with difficult, non-routine, or complex problems being referred to a supervisor. Work is performed under the supervision of the Recreation Director, and may be verified by other clerical, supervisory, or administrative personnel.

ESSENTIAL JOB FUNCTIONS

1. Answers phones, screens and refers callers and visitors; answers various inquiries; maintains knowledge of and provides information on services and functions provided by the department.
2. Prepares specifications for purchases, obtains prices, orders materials and supplies, prepares purchase requisitions, processes and submits all payment vouchers to the Finance Department, maintains records and ensures compliance with purchasing policy and procedures.
3. Receives and processes registrations for programs and services offered through the department; issues refunds for canceled classes.
4. Prepares daily cash reports and bank deposits for recreation program registrations.
5. Types letters, memos, reports, lists, brochures, newsletters, and other materials from rough copy, notes, verbal instructions, or established procedures; disseminates same.
6. Performs a variety of moderately complex clerical tasks, such as compiling, calculating, and preparing special reports; maintains records and files.
7. Operates a variety of office equipment, including computers, copiers, scanners, fax machines, and other office equipment as necessary.
8. Issues permits for use of park facilities, event wagon, and garden plots.
9. Maintains a reasonable working knowledge of other clerical job duties within the department in order to fill in as necessary.
10. Performs other duties related to the position as assigned.

REQUIRED QUALIFICATIONS

High school graduate or equivalent.

One year experience performing responsible clerical duties involving extensive public contact.

One year training and/or experience in the operation of a computer using Microsoft Office Suite software.

Ability to type a minimum of forty words per minute.

DESIRED QUALIFICATIONS

Two or more years experience performing responsible clerical duties involving extensive public contact.

One year related work experience in a Recreation Department.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office equipment, practices, and procedures.

Ability to make decisions in accordance with established policies and procedures.

Ability to establish and maintain effective working relationships with co-workers and the public.

Ability to work accurately with numbers.

Ability to be flexible and adapt to change.

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PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	O	1,2,3,4,5,6,7,8,9,10	Work Alone w/out other employees	O	1,2,3,4,5,6,7,8,9,10
Moving About	F	1,2,3,4,5,6,7,8,9,10	Work With Others (the public or other employees)	F	1,2,3,4,5,6,7,8,9,10
Sitting	F	1,2,3,4,5,6,7,8,9,10	Work Around Other Employees	F	1,2,3,4,5,6,7,8,9,10
Physical Strengths and Demands			Public Contact	F	1,2,3,4,5,6,7,8,9,10
Lifting-Push & Pull While Stationary			Shift Work		
Sedentary-up to 10 lbs.	V	1,2,4,7,10	Extended Day	V	9,10
Light Work-11 to 20 lbs	V	10	Inside	F	1,2,3,4,5,6,7,8,9,10
Medium Work-21 to 50 lbs	V	10	Outside	V	10
Heavy Work-51 to 100 lbs	V	10	Confined Area		
Very Heavy-over 100 lbs	V	10	Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
Sedentary-up to 10 lbs	V	1,2,3,4,5,6,7,8,9,10	Wet and/or Humid		
Light Work-11 to 20 lbs	V	1,2,3,4,5,6,7,8,9,10	Noise	V	1,2,3,4,5,6,7,8,9,10
Medium Work-21 to 50 lbs	V	10	Vibration		
Heavy Work-51 to 100 lbs	V	10	Mechanical Equipment		
Very Heavy-over 100 lbs	V	10	Electrical Equipment		
Climbing	V	10	Pressurized Equipment		
Balancing	V	1,2,3,4,5,6,7,8,9,10	Burning Material/Equipment		
Stooping	V	1,2,3,4,5,6,7,8,9,10	Explosive Material/Equipment		
Kneeling	V	1,2,3,4,5,6,7,8,9,10	Radiant Energy		
Crouching	V	1,2,3,4,5,6,7,8,9,10	Moving Objects	V	10
Crawling	V	10	High Places		
Reaching	V	1,2,3,4,5,6,7,8,9,10	Fumes/Odors		
Twisting-Sitting	F	1,2,3,4,5,6,7,8,9,10	Dirt/Dust		
Twisting-Standing	V	1,2,3,4,5,6,7,8,9,10	Gases		
Handling	V	1,2,3,4,5,6,7,8,9,10	Poor Ventilation		
Fingering	F	6,7	Other (Specify)		
Feeling	V	6,7,10	Other (Specify)		
Talking	C	1,2,3,4,5,6,7,8,9,10			
Hearing	C	1,2,3,4,5,6,7,8,9,10			
Seeing - Near Vision	C	1,2,3,4,5,6,7,8,9,10			
Seeing - Far Vision	C	1,2,3,4,5,6,7,8,9,10			
Seeing - Depth Perception	C	1,2,3,4,5,6,7,8,9,10			
Seeing - Color Vision	C	1,2,3,4,5,6,7,8,9,10	Codes:		
Seeing - Field of Vision	C	1,2,3,4,5,6,7,8,9,10	Blank - Not Present		
Smelling	V	10	V = Very Infrequent 1 to 2 times a week		
Walking	O	1,2,3,4,5,6,7,8,9,10	O = Occasional - Up to 1/3 of time a week		
Reading	C	1,2,3,4,5,6,7,8,9,10	F = Frequent - 1/3 to 2/3 of time		
Driving	V	10	C = Constant - More than 2/3 of time		
Other (specify)					
Other (specify)					