



EMPLOYMENT OPPORTUNITY

P/T ADMINISTRATIVE ASSISTANT III

THE POSITION

Under direction of the position's supervisor(s), assists with the operation of the main office reception area, including class and program registrations, operating the District's telephone system, responding to inquiries from the public, and other related administrative / clerical duties as assigned. This is a people-oriented position for a person with excellent communication skills who can work as an integral part of a team in a fast-paced office providing recreation and park services to the community.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to: Answering, routing and responding to telephone calls, greeting visitors and directing the public; responding to questions and providing information, and/or referring people to the appropriate resources; accepting registrations and fees for classes and programs using a computerized system, and assisting with reservations of District facilities; issuing receipts, handling credit card transactions, issuing refunds; performing various clerical duties that include maintaining inventory of permanent records, reviewing office supply needs and placing orders, filing, typing correspondence, data entry, processing incoming / outgoing mail; assisting staff with various projects and events when needed; operating general office equipment, including a computer and typewriter.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Graduation from high school or G.E.D. equivalent and a minimum of six (6) months of general administrative, clerical / bookkeeping experience with emphasis on public contact, or an equivalent combination of education and experience. A basic working knowledge of administrative and clerical office procedures, and proficiency in the use of computer and computer software, typewriter and other standard office equipment. Ability to organize work, produce finished products that are accurate and professional, prioritize and meet deadlines, exercise good judgment, adapt to changes in assignments and interruptions, communicate effectively and maintain professional and cooperative working relationships with co-workers and the public. Experience using Microsoft Word, Excel and Outlook desired.

PHYSICAL REQUIREMENTS

It is expected that this position will require sitting approximately 50% of the time or more; frequent standing, lifting, carrying and occasional pushing/pulling loads of up to 20 pounds; some bending and climbing stairs; occasional kneeling or squatting, reaching overhead/stretching; some handling and dexterity. Position will operate computer equipment, typewriter, 10-key calculator and other standard office machines.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.