

RANCHO SIMI RECREATION AND PARK DISTRICT

PART-TIME ADMINISTRATIVE ASSISTANT V

THE POSITION

Under direction of the Director of the Department, this position performs various administrative duties, including filing, copying, letter writing and distribution. This position works 20 hours per week or more on a mutually agreeable fixed schedule determined at the time of employment.

EXAMPLES OF DUTIES

The essential duties of the position include but are not limited to:

Administrative Secretary with typing and data entry; duplication and dissemination of printed materials; coordinating and compiling meeting materials and information; proofreading documents and reports; internet research, answering District telephones; filing; and making occasional deliveries. May perform special office and field related research for the preparation of documents and reports. May be required to infrequently attend Park District meetings and special events. Performs other work as assigned.

EMPLOYMENT STANDARDS

Graduation from high school or equivalent and one year of clerical or general office work experience, including experience working with Microsoft Word, Excel, and PowerPoint. A typing speed of 40 wpm is desirable. Valid California driver's license and good driving record is required.

Position requires a basic working knowledge of administrative and clerical office procedures; operation of standard office equipment; proficiency in the use of computers and computer software; ability to organize work; produce finished products that are accurate and professional; prioritize work to meet deadlines; exercise good judgement in interpreting instructions and executing responsibilities; ability to adapt to changes in assignments; communicate effectively; and maintain a professional, constructive and cooperative working relationship with coworkers and the general public.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require sitting 70% of the time and standing and/or walking 30% of the time, occasionally on rough or uneven terrain. Requires occasional pushing or pulling light loads and carrying of loads up to 20 pounds; occasional bending and kneeling; some climbing stairs; some reaching and placing items on shelves overhead. Position requires the operation of computers and general office equipment. Must be able to safely operate Park District vehicles.