

SEASONAL PARK OFFICE AIDE-ADMIN

Genesee County Parks and Recreation Commission

2020 Pay Rate: \$11.85

GENERAL STATEMENT OF DUTIES:

Performs a variety of basic office tasks, including basic Microsoft Office programs, filing, and maintenance work, providing information concerning park facilities and programs; works under the supervision of the Director, Supervisors and/or Full-Time Secretary; performs related duties as required.

STATEMENT OF TASKS:

- Disseminates information concerning Commission facilities, programs and activities to the general public.
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects.
- Answers telephones and does filing.
- Performs minor maintenance duties, including assisting in office being maintained in an orderly manner.
- Operates copy machine and base radio station.
- Acts as receptionist to Park visitors.
- Assists reservation department

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively with the general public.
- Ability to understand and carry out oral and written directions.
- Ability to perform basic maintenance tasks.
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer.
- Ability to multi-task and prioritize work load.

MINIMUM QUALIFICATIONS:

- Availability open to work regularly Monday thru Friday 8am to 5pm.
- Ability to read and write.
- Must have a valid driver's license.
- Type 35 wpm.

ADDITIONAL QUALIFICATIONS:

- Must have two (2) years (seasons) of office experience or equivalent.

SPECIAL REQUIREMENTS:

- Must be willing to work weekends, holidays and irregular hours as scheduled or directed.
- Must be courteous in dealing with the general public and fellow staff members.

NOTICE: A work permit must be supplied by anyone under 18 years of age.