

PARKS AND RECREATION SECRETARY

JOB PURPOSE:

Performs intermediate skilled clerical work performing a variety of office assistance tasks; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Serving as receptionist; answering telephone; preparing, maintaining and receiving records and files; typing, word processing and data processing duties.

- Types general correspondence, memorandum, reports, certificates, official notices and other materials from rough draft, copy, marginal notes or verbal instruction;
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures;
- Receives visitors and refers to proper authority for disposition;
- Answers questions concerning activities, programs, policies, procedures and rules governing department or activity;
- Enters a variety of data into computer system; receives and processes reports;
- Answers telephone; provides routine information to caller; refers complex questions to proper person or agency;
- Receives, opens and date-stamps incoming mail; sorts and delivers mail to proper person or agency;
- Receives and processes invoices; prepares invoices for payment;
- Collects and prepares data for records and reports;
- Receives and accounts for payments and program fees and utilize Excel for all record-keeping and payment options; creates all credit card reconciliations; may prepare deposits and reconcile statements;
- Maintains records and files and generates routine reports;
- Makes arithmetical calculations; requisitions supplies and materials for department;
- Operates standard office, personal computer and related equipment;
- Oversees discount ticket program including tracking all purchases, managing the inventory, and reconciling payments;
- Manages all related record-keeping practices; provides budgetary input as required;
- Participates in brochure production by proofreading;
- Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from high school including or supplemented by course work in secretarial science and considerable clerical or secretarial experience.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and secretarial techniques (50 WPM); general knowledge of business English, spelling and arithmetic; general

knowledge of department programs and policies; general knowledge of word processing including keyboarding skills; ability to make arithmetical calculations; ability to operate standard office, personal computer and related equipment; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Pennsylvania. First Aid/CPR/AED certification required. National Criminal & Child Abuse successful background check required. Successful screening of drug and alcohol testing.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is light work requiring the exertion of up to 40 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.