

## **PART TIME RECREATION DEPARTMENT CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing standardized clerical duties. Employees in this class are given detailed instructions for new assignments. General supervision is received from a higher-ranking clerical or administrative employee. This position requires utilizing a computer, email, the internet, and similar technology. Does related work as required.

### **TYPICAL WORK ACTIVITIES (illustrative only, not a complete list):**

- Provides clerical assistance to the Recreation and Facilities Department.
- Works under the supervision of the Recreation Director.
- Interfaces with the public regarding recreation programs and park usage.
- Updates and distributes program registration information.
- Ensures contracts are adhered to, including tracking payment due dates.
- Responds to inquiries, requests, and complaints on the phone and in person.
- Prepares and distributes correspondence and monthly reports.
- Maintains and updates records and filing system.
- Communicates daily with the Town Clerk's Office regarding program registrations, contract payments, and pavilion rentals.
- Assists the Recreation Director in providing social media outreach.
- Communicates with vendors to obtain quotes and order materials and equipment for the department.
- Creates payment vouchers and processes payments in conjunction with, and under the direction of, the Supervisor's Office.
- Assists in the processing of biweekly payroll.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma
- B. One year of clerical experience or equivalent training and experience

### **REQUIREMENTS:**

- This is a part time, flexible schedule, position. Night and weekend hours may be required for certain department programs or events.
- Proficient in oral and written English.
- Ability to understand and follow oral and written instructions.
- Tact and courtesy.
- Physical condition commensurate with the demands of the position.