



DEPARTMENT: Community Services/Recreation Services

NATURE OF WORK:

Performs responsible secretarial and clerical duties for the office of Recreation Services. Serves as first point of contact for visitors and callers to the office.

Work is performed under supervision of the Youth Services Coordinator/Superintendent of Recreation.

ESSENTIAL FUNCTIONS OF THE JOB:

Serves as receptionist to the office; provides information and directions to citizens and/or employees, pertaining to childcare programs, sports, and athletics, aquatics, community recreation, health and wellness programs, youth services, and inclusion programs, by telephone, through correspondence, or in person.

Operates standard office equipment, including word processors and microcomputers to produce letters, memoranda, reports, forms, invoices, purchase orders, etc., working from rough drafts, handwritten notes, oral instructions, or established procedures.

Receives and distributes mail; schedules appointments and meetings; maintains staff work schedules.

Prepares and/or sends correspondence, of a general nature, with limited supervision.

Monitors the need for and prepares requisitions for office supplies.

Receives and processes camp applications, class and childcare program applications, and maintains files for childcare programs.

Types reports, calendars, and correspondence of a routine nature; performs a variety of data entry to set up, update, and maintain automated files.

Assists citizens and/or employees in the completion of standard forms.

Attends program staff meetings, takes minutes, and transcribes for participants.

Maintains class registration on the computer, including data entry into Rec Trac, class number assignment, communication with front desk staff regarding classes, and proofing of each brochure.

Provides staff with a variety of County forms via computer, common files, or e-mail and instructs on use and purpose.

Participates on teams as requested by supervisors.

Does research as requested by Superintendent of Recreation and staff.

Communicates program acceptance and reminders to childcare participants.

Serves as building coordinator for reporting needed maintenance.

Responsible for processing daily deposits in accordance with cash handling practices.

Oversees staff sign in/sign out log.

Monitors copy/fax/printer for maintenance needs and supplies.

Handles scheduling of Parks and Recreation vehicles and use of outside vehicles.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work conditions or practices to supervisor.

Performs other related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office environment.

Operates computer keyboard, telephone, fax machine, calculator, and copier.

If or when needed, drives County vehicle to distribute and/or collect documents and/or supplies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of RecTrac to include class registrations, daily reports, and roosters.

Considerable knowledge of standard office practices and procedures.

Considerable knowledge of automated and manual record keeping.

Considerable knowledge of business English, grammar, spelling, punctuation, and arithmetic.

Considerable knowledge of Windows software.

Knowledge of telephone etiquette.

Ability to follow verbal and written instructions with limited supervision.

Ability to operate office equipment, word processing equipment, microcomputers, and cash register.

Ability to work under pressure, set priorities, and meet deadlines.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to learn the policies, procedures, structure, and services of the department and the organization.

Ability to perform a variety of secretarial and clerical work requiring exercise of judgment and organizational skills.

Ability to prepare reports and proofread materials for completeness and accuracy.

Ability to interpret and communicate the policies, procedures, and services of the unit.

Ability to independently apply and carry out policies and procedures within assigned areas of responsibility.

Ability to take and transcribe minutes of meetings.

Ability to maintain records, to assemble and organize data, and to prepare reports from such records.

Ability to deal with other employees and the general public in an effective and courteous manner.

Ability to type accurately and rapidly; ability to compose and edit documents for accuracy.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, including or supplemented by course work in secretarial science; considerable experience performing responsible secretarial work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

Date: April 2009
Secretary604_161_02

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Secretary
Department: Community Services

Position Number: 604
Division: Recreation Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift			✓				✓		
Push/Pull									
Hold/Carry			✓				✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input checked="" type="checkbox"/> 1 flight	<input checked="" type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input type="checkbox"/> 3-4
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other: _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other: _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____			