

RECREATION INFORMATION CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of reception work of a moderately complex nature and general clerical work which includes a responsibility for screening all visitors and telephone callers to a Recreation and Parks Department Center and answering questions involving departmental programs, facilities and activities. Typing is an integral part of the job. The work is performed under the general supervision of an administrator or higher level clerical employee. Supervision may be exercised over an entry level clerical employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes and conducts the registrations for recreation programs throughout the year;
Accepts and processes registration fees for programs while making cash change if necessary;
Prepares and makes bank deposits as deemed necessary;
Answers questions concerning recreation facilities, programs and activities;
Types (from copy, rough notes, etc.) such items as vouchers, applications and personnel transactions;
Makes arrangements for field trips, concerts, sporting events;
Prepares for payroll by compiling time sheet hours worked by the program staff;
Distributes job applications and calls applicants by telephone for interviews by the program director;
Operates common office machines such as calculator and photocopy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation programs and facilities; good knowledge of clerical methods and office practices and procedures relating to a recreation program; good knowledge of correct English usage; good knowledge of the procedures involved in handling public inquiries and complaints, in person and on the telephone; working knowledge of Business Arithmetic; ability to detect counterfeit bills or coins and bad checks; ability to type at a rate of forty (40) words per minute*; ability to deal effectively with the public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of work experience as a receptionist, or in a related clerical position which required the answering of questions and dealing with the public and/or employees on a regular basis, and one (1) year of work experience within a recreation program, either as a clerical worker or an activities leader.

NOTE: Additional years of the required work experience may be substituted for education on a year-for-year basis.

*To be demonstrated during the probationary term.