

Washington County, Georgia

Recreation Department

Office Clerk

GENERAL NATURE OF WORK

The office clerk is responsible for a variety of clerical and administrative duties including preparing documents, scheduling meetings, and updating company records. This position will perform various duties including a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing. This position may also assist with various recreation programs as needed.

EXAMPLES OF WORK

Essential Job Functions:

Answering phone calls, taking messages.
Maintain and update rental calendar.
Assist in organizing and facilitating recreation programs.
Must have knowledge of various social media platforms to maintain all WCRD social media.
Assist in meetings.
Maintain inventory and order supplies accordingly.

Additional Job Functions:

Perform clerical and office management duties, including preparation of correspondence, phone duties, and processing of registrations.
Coordinate special events for Department as required.
Assist in notifying coaches and participants regarding special information, rainouts, and makeup games.
Man, recreation office in absence of colleagues.
Assist with technical issues.
Perform additional duties as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Strong interpersonal skills and ability to work in a group environment with others.
Basic mathematical skills.
Basic computer skills.
Ability to operate a truck, van, golf cart, and car.

SUPERVISORY RESPONSIBILITY

None: No work group leadership or supervisory responsibilities.

FISCAL RESPONSIBILITY

Monitor petty cash and small activity funds. Order supplies and equipment for a unit within a department. Requests for significant purchases go to higher level authority.

WORKING CONDITIONS

Generally good working conditions. Little to no exposure to harm or danger. Everyday risks require normal safety precautions.

Light physical work. Exert up to 50 lbs. of force occasionally, and/or up to 25 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

TRAINING AND EXPERIENCE

Completion of a standard high school course of study, or its recognized equivalent.

Associate's degree preferred.

Minimum of one to two years' experience preferred.

NECESSARY SPECIAL REQUIREMENTS

Valid Georgia driver's license.

Shall meet all requirements of changing state and local laws in regard to qualifications and duties of this position.

May require additional training and education as a condition of continuing employment