

PARKS OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for performing a variety of detailed clerical and technical tasks in support of the Parks, Recreation & Youth Services Department. The incumbent will provide excellent customer service to internal and external contacts, working with the County's software, and supporting the operations of the department. Work is performed under the Director of Parks, Recreation & Youth Services with leeway allowed for the exercise of independent judgement in planning and executing assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Has responsibility for issuing all park permits for individuals and businesses, including group permits, special event permits, field rentals, and group camping;

Prepares invoices, processes payments, and issues insurance and security requirements;

Oversees online shelter reservations for all customers, taking payment and closing rentals in advance for yearly events;

Maintains accurate attendance records for all department employees, including floating holidays, vacation, sick and compensation time;

Prepares payroll, including uniform allowances, retro-pay for step increases, and additional payouts per individual union contracts;

Prepares and maintains all paperwork required for personnel transactions such as appointments, leaves of absence, resignations, and retirements;

Recruits seasonal employees, reviews applications for completeness, extends offers of employment, schedules appointments for paperwork processing, and assists with seasonal employee orientation and training as needed;

Prepares and maintains various records and reports for the Director and Park Managers;

Answers phone and responds to emails, and inquiries from the public, contractors, vendors, and employees concerning bookings, and complaints;

Reviews incoming mail and distributes as required;

Maintains inventory for supplies and equipment, and orders as needed;

Trains new office clerical staff and assigns work as needed;

Represents the department at job fairs and school career days.

PARKS OFFICE ASSISTANT-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office procedures, terminology, and equipment;
Good knowledge of the use of personal computers;
Good knowledge of the department and its functions;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to compose a variety of records and reports;
Ability to communicate effectively, both orally and in writing;
Ability to establish effective working relationships with a wide variety of people;
Ability to understand and interpret complex oral and written information;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to organize and maintain accurate records and files;
Ability to work collaboratively and in a team setting;
Excellent communication skills;
Strong organizational skills; Confidentiality; Good judgment; Dependability; Integrity; Initiative.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in office technologies, office administration, or administrative assistant and one year of typing and clerical experience in an office setting that included contact with the public; OR

B) Graduation from high school or possession of an equivalency diplomas and three years of typing and clerical experience in an office setting that included contact with the public; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.