



Job Description: Office Assistant - Aquatics

PAY GROUP: Hourly

OCCUPATIONAL CATEGORY: Office/Clerical

JOB TITLE: Office Assistant
(Seasonal)

FLSA: Non-exempt

OBJECTIVE:

To assist with daily front office business operations, and administrative assistance for the Aquatics Department in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Assistant Aquatics Manager or designated Supervisor
2. Directs: Does not supervise any employees
3. Other: Has frequent contact with departmental employees and the general public. May have contact with other city departments. May have contact with other local agencies or with state or federal agencies

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position that involves some independent judgment. Duties include performing clerical work requiring application of various complex work methods and procedures in accordance with the laws and regulations controlling the employing department, and with departmental functions, policies, and practices.

ESSENTIAL JOB FUNCTIONS:

- Will serve as lead cashier as needed assuring deposits are prepared, cash reports completed for Finance, etc.
- Must communicate effectively, courteously, and clearly with the public and other City Employees by phone, in person, and in writing
- Must be capable of operating all office equipment used to perform clerical duties; may include minor maintenance such as clearing paper jams, adding paper, cartridges, etc.
- Must accurately see, read, comprehend, and record information in a timely manner from reports, correspondence, and computer screens and printouts
- Assist manager and clerk with information for the public related to group bookings, season pass purchases, etc. Issue season passes and rental agreements in accordance with departmental procedure
- Establish files and stores records/correspondence in proper order in an accurately and timely manner. Must be able to accurately alphabetize and record numbers in numerical order.

- Prepares reports for attendance, payroll, and departmental records
- Receive, route, and classify incoming mail
- Assist with procurement required for department operation
- Must arrive to work on time and maintain a regular and reliable level of attendance

OTHER IMPORTANT JOB FUNCTIONS:

- Must be independent and a self-starter; able to listen to citizen complaints
- Assist the department head as needed to allow them to better perform their job functions
- Ability to reach overhead; carry, drag, push, or pull 20 pounds; climb a ladder in order to access stock or storage.

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this position. Employees may perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of business English, spelling, grammar, arithmetic, office practices and procedures, and of departmental rules and regulations
- Ability to understand and carry out oral and written instructions and to request clarification when needed; ability to communicate effectively in writing and orally
- Ability to professionally handle the public; good customer service skills.
- Computer proficient in Microsoft Office applications (Outlook, Word, Excel, etc), as well as the ability to competently navigate the internet for research purposes

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent plus at least two years' experience in clerical work.

OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas motor vehicle operator's license

To apply for employment with the City of Cleburne:

In person: 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

Website: www.cleburne.net

Email resume/applications for open positions to: hr@cleburne.net

The Public Library: Access to the City's website and job openings is available through the Cleburne Public Library.

Phone information: 817-645-0945 or 817-645-0915

January 2010

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