INTRODUCTION

This classification focuses on providing office and clerical help to Hewitt and Holcomb Parks in the preparation, processing, organization and maintenance of information, records and materials. This includes communicating information to others and appropriately receiving, screening, reviewing and verifying documents or materials.

This classification performs intermediate level clerical support services to assist professional and/or administrative functions of the Parks. At this level, duties are varied and performed within established guidelines requiring some judgment to determine appropriate procedure.

This is a 6-month position, April 1st to September 30th. This is a County Employee position with no benefits included.

EXAMPLES OF PRINCIPAL DUTIES
(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)
1. Assist public in person and by telephone; perform varied office work and answer questions related to Parks’ reservations, fees, and regulations; assist campers in locating camp-sites, information, and in completing forms, permits, and applications;

2. Perform record keeping duties using the Camp Master program; conduct camper file and record searches.

3. Operate a variety of office equipment which includes automated equipment utilizing specialized databases and systems, copying equipment, and laminator; enter and retrieve a variety of data; review resulting reports and printouts for accuracy.

4. Maintain a variety of fiscal and department records; collect and record cash payments; write receipts, balance, prepare receipts; maintain electronic camper files, records and other pertinent materials alphanumerically; prepare daily transaction reports. Follow all fiscal policies of the County.

5. When time allows, assist with routine Parks’ maintenance such as cleaning the restrooms and picking up garbage.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Reasonable knowledge of standard office practices and procedures, English composition, spelling, punctuation, arithmetic, basic bookkeeping, and office record keeping and reporting; basic knowledge of Federal, State statutes, and County ordinances that affect Parks’ functions.

Skill in: Operation of modern office equipment and machinery; typing rapidly and accurately; processing information and use of computerized equipment.

Ability to: Communicate effectively in both oral and written forms; interpret policy and procedures to the public; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; maintain confidentiality; establish and maintain records, and reports; work independently and efficiently manage time; courteously meet and deal effectively with other employees, clients and the public in order to provide service and give or exchange information.

QUALIFICATIONS

Minimum: Two years’ clerical experience OR a satisfactory combination of experience and training that would demonstrate possession of the requirements of this position.

Preferences: Specific knowledge or experience related to assigned department or program area.

Special Requirements: Possession of and ability to maintain a valid Oregon driver’s license within 90 days of hire date.

SUPERVISORY CONTROLS OF THIS POSITION

This classification works under the general direction of the Parks’ Coordinator. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or
assignments. Employee follows County fiscal policies. Employee manages time efficiently. Work is reviewed weekly, at a minimum, to ensure compliance to department policy and procedures.

GUIDELINES

Work is performed within established departmental policies and procedures; federal, state and county rules, regulations and ordinances; secretarial handbooks; software and equipment manuals; specialized dictionaries and reference materials. Some judgment is used in interpretation of guidelines; however, supervisor is available for interpretation in unusual situations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed primarily in an office environment and is generally sedentary; however, some outdoor work is required in all weather conditions. This position may require bending, hearing voice conversation, keyboarding, kneeling, frequently lifting up to 34 pounds, pushing, reaching, sitting, standing and walking on uneven ground.