Office Assistant
Job Description

Non-exempt : Hourly : Part-time : Reports to the Director

General Statement of Duties:
Perform a variety of office duties in support of the District. May answer telephones and provide general information to the public.

Description and Details:
- Receives, reviews and processes a variety of paperwork which may include purchase orders, invoices, contracts and general correspondence.
- Processes Aquatic Center Deposits regularly.
- Processes Accounts Payable checks through QuickBooks.
- Monitors and composes content for social media and the monthly newsletter for the Parks District.
- Enters a variety of information into databases and/or computerized systems.
- Updates website and registration platform as necessary.
- Attends meetings; takes and transcribes minutes for approval timely. Minimum one evening meeting a month.
- Keeps documents filed and filing system organized.
- Conducts research, compiles findings and generates reports. Proofreads and edits documents; word process a variety of documents including meeting agendas, reports, etc.
- Provides excellent internal and external customer service; create a positive experience through professional and courteous behavior and creative problem evaluation.
- Performs other job-related duties as assigned.
Qualifications:

**Ability and Skill** – Able to communicate effectively and pleasantly with the public, work independently, perform work accurately with attention to detail. Strong organization and ability to maintain a filing system accurately, possess quality oral and writing communication skills, familiar with office equipment, strong computer skills in the Microsoft Office Suite programs.

**Knowledge and Training** – Any satisfactory blending of education and experience which demonstrates the ability to perform the above described duties. Previous administration assistance or office assistance is preferred.

**Working Conditions:**

Work is primarily performed in an office environment with multiple interruptions. The flow of work will require sitting and standing at a computer work station. Involves frequent focus on a computer screen, manual dexterity and coordination and normal hand movements to operate a keyboard, telephone and standard office equipment. Exposure to noises and interruptions from the public in the aquatics center. Physical exertion may be to lift books, files and boxes weighing up to 30 pounds. Requires crouching, bending and kneeling to reach files. May occasionally deal with a distraught or difficult individual.

EEOC, Salary Range is $12.00 - $16.00 Hourly, DOQ