

HESPERIA RECREATION AND PARK DISTRICT

PART TIME OFFICE SPECIALIST

Position Description

Definition

Under direction, performs a wide variety of general clerical and courier duties in an assigned District department.

Positions in this class are characterized by their ability to perform assigned duties with only occasional instruction or assistance. Judgment is sometimes required pertaining to when and how established procedures or guidelines are to be applied. Significant deviation from established procedures requires prior approval.

Essential Functions

1. Provide excellent customer service on the telephone and at the registration counter.
2. Process registrations for classes, sports, programs and special events.
3. Collect all payments and balance daily cash to daily sales receipts.
4. Operate office machines such as photocopiers, mail postage machines, scanners, facsimile machines, voice mail systems, and personal computers.
5. Set up and maintain a variety of files; index, tabulate, and file a variety of records, logs, and rosters.
6. Maintain several facility use Outlook calendars.
7. Courier interoffice mail to and from various facilities in addition to running various errands.
8. Sort and distribute mail.
9. Assist departmental staff in special assignments or daily routines.
10. Inform supervisor of issues, updates, and other pertinent information in a timely manner.

Marginal Functions

1. Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative and must be public relations conscious.

This is a part time position up to 19 hours a week. Must be able to work evenings, weekends, or holidays if requested.

Minimum Qualifications

Knowledge of: English usage, spelling, grammar, and punctuation; telephone etiquette, basic arithmetic, and modern office methods and equipment.

Ability to: Be tactful and adept when dealing with others. Organize and prioritize work. Operate a computer. Perform work with accuracy and attention to detail. Maintain cooperative working relationships with employees, supervisors, and the public.

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Experience/Education: High School graduate or equivalent. Any combination of experience and education equal to one year of general clerical experience preferred.

Working Conditions

Environmental Conditions: : Indoor and outdoor environment, inclement weather conditions ranging from heat, cold, rain; exposure to wind, dust, pollen; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, reaching, pushing, pulling, lifting, walking, carrying, kneeling and squatting; sitting or standing for prolonged periods of time; use of hands to finger, handle or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. A high level concentration and attention to detail for extended periods of time may be required to produce reports, correspondence and documents.

Examination/Selection Process

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process, which may include pre and/or post interview testing.

Must possess a valid California Driver License and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and background check as a prerequisite of employment.

Final Filing Date

The position is open until filled. All applicants are required to complete a District application form and submit it to the Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA, or mail to P. O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Salary Range: \$12.50 per hour - Pending Board approval **Revised:** 06/24/19

Hesperia Recreation and Park District is an Equal Opportunity Employer.