

An opening for the position of **Recreation Clerk** exists in the Parks and Recreation Department, City of Laurel, MS.

Purpose of Position

Provide clerical support to department administration.

Essential Duties and Responsibilities

Provide administrative support to the department

- Type memos and correspondence for department
- Assist with completion and maintain all records and filing for the department
- Receive and process complaints
- All department related clerical duties
- Maintain monthly calendar of events
- Create and maintain work orders for Facilities Maintenance and other divisions, as needed
- Service calls for City facilities
- Process incoming/outgoing mail-paper and email
- Assist with sponsor letters/donations for programs
- Maintain park and facility reservations
- Coordinate registration for sports camps and uniforms
- Assist in coordinating sporting events / special events

Assist with purchase order process

- Create purchase orders for each division of the department
- Handle Warrants for facility deposits / rental refunds
- Receive user fees for recreational facilities
- Complete requisition process for invoices
- Operate credit / debit card machine

Complete all work orders for Parks and Recreation Department

- Create and maintain work orders / service calls for Facility Maintenance division
- Create and maintain work orders and billing for State and City Council ordered lot cleaning
- Give work orders to appropriate supervisor
- Receive locate numbers when digging is required
- Enter work order data into computer
- Maintain records for all work orders

Ensure that departmental inventory is properly maintained

- Check inventory once a week
- Order and maintain janitorial supplies / office supplies
- Order office supplies and equipment
- Maintain department uniforms
- Issue safety equipment to new employees
- Maintain keys for facilities, ballfields, parks
- Maintain vehicle and equipment inventory
- Maintain maintenance and repair records for equipment and vehicles
- Maintain fuel card information and reconcile statements
- Secure facilities, opening and locking buildings as needed

Perform other duties as directed

Summary

The Recreation Clerk is a full-time, permanent position in the Parks and Recreation Department. The immediate supervisor for this position is the Parks and Recreation Director. The person in this position is supervised on a daily basis and has no supervisory authority. The Recreation Clerk works regular hours most of the time, with some flexibility when required. The person in this position is not on call. 50% of the work for this position is indoors. The position has accountability for monetary, fiscal, safety, and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials on less than a monthly basis. The stress level associated with this position is moderately high. Physical work involved with this position includes, but is not limited to, using a personal computer, sitting for long periods of time, carrying files, standing, and filing.

Certification, Education, and Experience

Certification: Valid Mississippi Driver's License

Education: High School diploma or equivalent is *required*

Experience: One (1) year of experience in this or a related field is strongly recommended

Knowledge, Skills, and Abilities

Knowledge:

- Departmental recreational activities
- Work order process
- Proper methods of handling and processing cash
- Inventory management policies and procedures
- City's purchasing policies and procedures
- Proper grammar and proper use of English in speaking and writing
- Comprehensive understanding of departmental computer software, word processing, and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, multiplication, and division
- General functions and operations of municipal government

Skills and Abilities:

- Accurate typing and data entry
 - Prioritize daily work flow
 - Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
 - Use a multi-line telephone system to answer and transfer calls
 - Use a 10-key adding machine or calculator
 - Work as a team member with other employees
 - Complete paperwork within required deadlines
 - Make decisions within specified time restraints
 - Communicate effectively with residents, elected officials, other employees, etc., both oral and written
 - Maintain confidentiality
 - Work autonomously when necessary
 - Handle multiple tasks simultaneously with frequent interruptions
 - Deal with others in a professional manner
 - Maintain professional composure in heated situations
 - Assist in develop and implementation of and follow departmental and City policies and procedures
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Physical Requirements

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Hearing ability sufficient to hold conversations with other in person and over a telephone
- Ability to perceive the nature of object by the eye
- Ability to bend, stoop, crouch, and run frequently
- Must be capable of extending the hands and arms in any direction; handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers.
- Must be able to sit or stand for long periods of time

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary: \$13.80 per hour / \$28,710.24 annually, plus benefits

The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service

Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- ✓ **WIN Job Center referral**
 - ✓ **Valid Mississippi Driver's License**
 - ✓ **Social Security Card**
 - ✓ **High School Diploma or Equivalent**
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The City of Laurel retains the right to modify this job description as it deems necessary.
