

City of
EDMONDS
Washington

SENIOR OFFICE SPECIALIST- Parks & Recreation

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-6
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Recreation Manager

POSITION PURPOSE: Under general supervision performs a variety of specialized clerical and technical duties in an assigned area of office providing information and assistance to others as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of technical and clerical duties such as: posting records, making arithmetic computations and compiling and recording information from clearly indicated sources.
- Develops, prepares and maintains computerized records, inventories lists, logs and files related to office activities, customer service and other data specific to the assignment; proofreads various written materials such as reports, letters and other materials and assure accuracy.
- Performs various clerical duties including: answering telephones and greeting visitors; providing information in person or on the telephone or referring to appropriate personnel; opens, screens and routes mail.
- Composes, prepares and types a variety of correspondence, memos, reports and other materials and proofreads materials to assure accuracy and completeness.
- Receives/processes fees, applications, permits, refunds and other materials according to established procedures; communicates with accounting personnel as needed; prepares receipts and deposits as appropriate.
- Types correspondence, memoranda, reports, requisitions, forms and other documents; operates a computer to enter data and generate letters, records and reports.
- Provides information and services to other City departments and personnel, various outside agencies and organizations and the general public; promotes recreation classes to the public and maintain a computerized list of classes and register participants as assigned.
- Provides staff support and administrative assistance to boards and committees; prepares reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Schedules appointments and meetings and notifies appropriate individuals of meeting times and locations; arranges for meeting facilities as needed; prepares calendars as required.
- Assists supervisor, department personnel and other clerical staff as required; participates in assignments specific to the position.
- Operates office machines including: computers, copiers, calculators, typewriters and other equipment as assigned.

JOB DESCRIPTION

Senior Office Assistant – Parks & Recreation

Required Knowledge of:

- Administrative functions and operations of a City government.
- Policies and objectives of assigned program and activities.
- Accurate, lawful, and efficient record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Adding, subtracting, multiplying and dividing quickly and accurately.
- Planning and performing technical administrative office coordination duties.
- Maintaining records, files, and information in compliance with laws, policies and procedures.
- Answering telephones and greeting the public courteously
- Successfully meeting schedules and time lines and the ability to work independently.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Determining appropriate action within clearly defined guidelines.
- Being flexible and able to work with diverse personalities
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing, including public relations and customer service.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate supplemented by college level course work in secretarial science and two years of office clerical experience including some public contact.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

JOB DESCRIPTION

Senior Office Assistant – Parks & Recreation

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____