

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Administrative Clerk**

**Division:** Recreation & Community Services

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### **Summary:**

Under supervision, performs general office and clerical duties, develops publicity material for the unit, and acts as receptionist for a Unit, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Answers, screens, routes and responds to telephone calls. Acts as a liaison between public and staff to direct caller to appropriate source for information or problem resolution.
- Greets and welcomes visitors, providing them with information and directions, and referring them to other resources and services.
- Compiles and maintains mailing lists; prepares bulk mailings.
- Uses computer software to enter data and maintain reports, statistical information, records, and forms.
- Composes a variety of correspondence.
- Designs, proofs, revise and distribute publicity material for the unit, including flyers, schedules, newsletters and brochures.
- Maintains inventory and orders operational and office supplies for the unit.
- Maintains schedules of activities and facility use.
- Performs a variety of tasks related to registration for activities and reservations and ticketing.
- Accurately processes monetary transactions, including collecting fees, issuing receipts, and handling credit card transactions, reconciling cash journal sheets and receipts, and preparing bank deposits.

### **Other Duties and Responsibilities:**

- May assist with coordination of activities.
- Ensures proper use and care of facilities and equipment.
- May issue and collect equipment.
- May train and supervise volunteers.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

High school diploma or G.E.D; six (6) months experience in general office work, including public contact and data entry; or an equivalent combination of education and experience. May be additional requirements of six months experience with the specialized population or programs where the position is located.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate clearly and effectively with the general public.

**Math Ability:**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute statistical figures. Ability to perform bookkeeping functions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situation. Ability to effectively interact with the public.

**Certificates and Licenses:**

None required.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities relating to District employees; training and supervision of volunteers may be required.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is not generally exposed to hazardous conditions in the environment. The noise level in the environment is moderate to loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 10 pounds. The vision requirements include close vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Admin Clerk  
JD3015 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*