**GENERAL STATEMENT OF JOB**

Under general supervision, performs routine to moderately complex secretarial and clerical work in support of efficient and effective department operations. Work involves answering incoming telephone calls, directing customers, and providing information; renting parks, facilities, and pools, collecting money for rentals; typing memoranda and electronic mail. Reports to the HR/Finance Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Answers incoming telephone calls. Takes messages for personnel in the Administration Building. Directs customers to the correct departments and answers questions.

Rents parks, facilities, and pools. Process money for rentals, deposits, and refunds for rentals. Maintains a record of rentals. Provides customer service to the public by providing information such as locations, telephone numbers, etc. Interacts and communicates with various groups and individuals such as the Executive Director, Authority, coworkers, other department heads and staff, and the general public. Assists with Bookkeeping duties.

**PREFERRED EDUCATION AND EXPERIENCE**

Customer Service experience preferred. A valid state driver’s license is required.

Operates a variety of office equipment and machinery such as computers, telephone, copy machine, fax machine, laminator, etc., and a variety of computer software such as, Microsoft Word, Microsoft Publisher, Microsoft Excel, QuickBooks, etc.

Performs related duties as required.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is frequently required to use hands to handle or operate objects or use tools, such as a computer or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. Sufficient vision, hearing, and stamina to perform the above functions are required. The employee must occasionally lift and/or move objects up to 50 pounds.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee works indoors and is rarely exposed to outside weather conditions. The employee does not work near moving mechanical parts. The employee is rarely exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.

MCCPRA is a drug free workplace. All employees are subject to a criminal background check.

**MINIMUM TRAINING AND EXPERIENCE**

Must possess a valid Georgia State Drivers license and have reliable transportation. High school diploma or equivalent. One (1) year experience in customer service.

Please send resumes to [sheree.hamilton@mccpra.com](mailto:sheree.hamilton@mccpra.com)