

JOB TITLE: PART TIME OFFICE AID
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 memorandums and electronic mail; and performing other job duties as assigned. Reports to the Office Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

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

Rents parks, facilities, and pools. Process money for rentals, deposits, and refunds for rentals. Maintains record of rentals.

Provides customer service to the general public by providing information such as locations, telephone numbers, etc. Interacts and communicates with various groups and individuals such as Executive Director, Authority, coworkers, other department heads and staff, and the general public.

Assists with Bookkeeping duties.

Performs other routine to moderately complex secretarial and clerical work as required, which may include but is not limited to establishing and maintaining files, compiling information for reports, entering computer data, copying documents, filing / retrieving files, sending and receiving faxes, etc.

Receives and/or reviews various records and reports such as rental information, park locations, employee information, and other departments.

Prepares and/or processes a variety of documentation such as rental information and public service announcements.

Operates a variety of office equipment and machinery such as computer, 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.

Social Media experience a plus.

MINIMUM TRAINING AND EXPERIENCE

Must possess a valid Georgia State Drivers license and have reliable transportation.