



**City of Port Washington Recreation Department
Job Announcement**

**Recreation Summer Office Assistant
Seasonal Position**

GENERAL PURPOSE

Under the leadership of the Recreation Administrative Assistant, the Office Assistant assists the Recreation Department with general office operations. The purpose of this position is to perform administrative, clerical, secretarial and customer service duties for efficient operation and to provide accurate information regarding department programs and services.

ESSENTIAL JOB FUNCTIONS

- Maintains informational and operational files.
- Answers multi-line telephone and assists callers by providing information, taking messages or routing calls to others.
- Receive and sort mail, interoffice correspondence, and other communications while maintaining the appropriate level of confidentiality.
- Uses recreation software to help manage programs scheduled.
- Contributes to team effort by accomplishing other duties as assigned.
- Responsible for daily reconciliation of cash, checks and credit card payments.

QUALIFICATIONS & SKILLS

- 16 years or older.
- Previous experience working in an office/clerical setting preferred.
- Must be organized and detail oriented.
- Must possess excellent verbal and written communication skills.
- Exhibit characteristics of responsibility, accountability, and integrity.
- Able to work independently and as part of a team.
- Ability and willingness to perform a variety of tasks.
- Knowledge of office equipment, computers and software, including Microsoft Office (Word, Excel, etc.).
- Ability and willingness to keep accurate records and complete all necessary paperwork.
- Establish and maintain effective working relationships with other employees and the public in a courteous and tactful manner.
- Regular and punctual attendance.
- Good math skills.

Employment Information: Summer Months (May – August)
Monday – Friday
9:00-4:30 p.m. (35 hours per week)

Closing Date: Until Filled

Starting Rate: \$10.00 per hour

The City of Port Washington is an Equal Opportunity and Reasonable Accommodation Employer