

ADMINISTRATIVE ASSISTANT

2023 PAY RATE: \$18.18

GENERAL STATEMENT OF DUTIES:

Performs a variety of office tasks, including Microsoft Office programs, recordkeeping, providing information concerning park facilities and programs; works under the supervision of the Full-Time Secretary: performs related duties as required.

STATEMENT OF TASKS:

- Assists Full-Time Secretary in managing seasonal hiring
- Assists Full-Time Secretary in recordkeeping
- Assists Full-Time Secretary in the development of annual goals and evaluated progress in meeting goals
- Obtains cost estimates for various items and assists in purchasing items
- Prepares reports and maintains records as required by local, state and federal agencies
- Disseminates information concerning Commission facilities, programs and activities to the general public
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects
- Answers telephones
- Performs minor maintenance duties, including assisting in office being maintained in an orderly manner
- Maintains copy machine and base radio station
- Acts as receptionist to Park visitors and Park staff
- Assists reservation department, as required

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to communicate effectively with the general public.
- Ability to understand and carry out oral and written directions.
- Ability to perform basic maintenance tasks.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer. Ability to multi-task and prioritize workload.

MINIMUM QUALIFICATIONS:

- Availability open to work regularly Monday thru Friday 8am to 5pm.
- Ability to read and write.
- Must have a valid driver's license.
- Type 35 wpm.

ADDITIONAL QUALIFICATIONS:

One year experience as a Park Office Aide with Genesee County Parks and maintaining a satisfactory employee evaluation OR Three (3) years of office experience or equivalent.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays and Irregular hours as scheduled or directed. Must be courteous in dealing with the general public and fellow staff.