

Worcester County Job Opportunities

DEPARTMENT: DEPARTMENT OF RECREATION & PARKS
JOB TITLE: OFFICE ASSISTANT IV
SALARY/GRADE: GRADE 12/STEP 1 - \$17.22 HOURLY/\$35,818 ANNUALLY –
GRADE 12/STEP 5 - \$18.99 HOURLY/\$39,499 ANNUALLY *BASED ON QUALIFICATIONS
JOB LOCATION: WORCESTER COUNTY RECREATION CENTER, 6030 PUBLIC LANDING RD. SNOW HILL, MD
WORK SCHEDULE: 9:00 AM TO 5:30 PM MONDAY TO FRIDAY, IN THE OFFICE
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: The Office Assistant IV serves as the Receptionist for the Worcester County Recreation Center. This position provides administrative support including clerical, financial and payroll duties for the Recreation & Parks Department, reporting to the Recreation Facilities Superintendent, but would be under the direct leadership of the Department Head.

GENERAL REQUIREMENTS

- Essential personnel subject to emergency call-back with little or no notice
- Pre-employment background check and motor vehicle history.
- Safety Sensitive position requiring Drug and Alcohol Testing
- Hours of work are normally 9:00am - 5:30pm at the Recreation Center in Snow Hill

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Greets the general public in a friendly and courteous manner and directs inquiries to appropriate individuals.
- Provides general departmental recreation and parks information to the public.
- Maintains and reconciles front desk cash drawer.
- Assists with training of part-time front desk staff.
- Administers daily check in and out for all monitors.
- Prepares all timesheets for monitors (concession, program, special events).
- Maintain the master schedule for the program monitors.
- Oversees and administers the Recreation Center's Scheduling Software/Data base; includes inputting monitor schedules, monitor time off requests, monitor schedule changes, and sending open bid work requests.
- Maintain attendance records and/or leave requests for the department.
- Assists customers with completion of the County "Indemnity Forms".
- Takes payment and gives receipts for all money received.
- Ensures that all visitors sign in and assists with collating the participant/visitor data.
- Assists the public with the issuing of equipment such as basketballs, soccer balls, etc.
- Answer, screen, and transfer inbound phone calls.
- Receive/receipt registration money for multiple programs (cash, check, and credit card).
- Maintain database for Concussion Awareness Form, Financial Assistance forms and volunteer/employee background checks.
- Submit background check information to NCSI.
- Assist the Facility Superintendent with pavilion reservation/rentals and selling Amusement Park tickets.
- Maintain the database for county vehicle maintenance.
- Data entry/membership updates and software maintenance for the Gym Assistant program.
- Assist with verifying the daily deposits.
- Order office supplies for the Xerox copy machine.
- Assist managers/supervisors when needed with events, mailings etc.
- Assist recreation staff with review and printing of marketing collateral, program flyers and monthly schedule.
- Security system monitoring/surveillance.
- Maintain accurate financial records and reports.
- Serves as a backup to Administrative Assistant V; prepare invoices, verify purchase orders, pay dept. bills weekly.
- Performs general clerical duties as requested by the Superintendents and Department Head.
- Must be able to maintain confidentiality and a professional attitude at all times.
- Adhere to the Worcester County Government Personnel Rules & Regulations.
- Performs other related duties as directed by the Department Head.

QUALIFICATIONS AND SKILLS

- High School diploma or equivalent with a minimum of 1 additional year of work-related training (clerical courses, computer classes, etc.) and/or experience in an office setting.
- Computer skills including Microsoft Excel and work processing software. Basic typing skills.
- Knowledge of office practices and procedures including the ability to operate office equipment.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers. Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Ability to work effectively with little supervision and minimal direction.
- Self-starter that takes initiative and has a sense of urgency.
- Above average oral and written communication skills necessary to prepare reports and be able to communicate effectively and courteously with coworkers and the public.
- Valid driver's license with less than 4 points (MD)

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.