

**City of Vicksburg
Job Description**

Job Title: Administrative Assistant/Parks and Recreation

Department: Parks and Recreation

Reports TO: Director of Parks and Recreation

ELSA Status: N

Prepared By:

Prepared Date:

Approved By:

Approved Date:

Summary

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Matches up and signs all Purchase orders

Orders office supplies and janitorial supplies,

Takes dictation in shorthand or by machine and transcribes notes on typewriter or computer, or transcribes from voice recordings

Composes and types routine correspondence.

Prepares all paperwork for sick and vacation leave.

Organizes and maintains file system, and files correspondence and Other records.

Answers and screens manager's telephone calls, and arranges conference calls.

Coordinates manages schedule and makes appointments.

Greets scheduled visitors and conducts to appropriate area or person.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Makes copies Of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance,

Completes service request forms.

Compiles timesheet records for payroll.

Completes sick leave and vacation for-MS for employees in department.

Operates departmental radio, relaying messages to personnel working in the field.

Supervisory Responsibilities

Allis job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have at least an Associate's degree and 2 years of work related experience;
or High school diploma or general education degree (G.E.D.) and at least 4 years of related experience and/or training; Must have basic computer skills.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions Garnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software (Quatropro) and Word Processing software (WordPerfect).

Certificates, Licenses, Registrations

Must have a valid driver's license,

Other Skills and Abilities

Must have good organizational skills and be able to interact effectively with the public; Must have good computer, typing, and phone skills,

Other Qualifications

Overtime, flexible work schedule and on call work status is not a normal requirement of this position, but may be assigned if necessary.

Physical Demands ne 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 regularly required to sit; hands to finger, handle, or feel; reach with hands and arms and talk or hear. employee is frequently required to stand and walk. employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

noise level in the work environment is usually moderate.