



GLOUCESTER COUNTY
invites applications for the position of:

Office Assistant – Parks, Recreation, & Tourism

SALARY: \$12.68 Hourly

OPENING DATE: 08/09/2019

CLOSING DATE: 08/25/2019

DESCRIPTION:

- **Part-time position works 20 hours per week.**
- **Set weekly schedule: Monday - Friday, 10:00 a.m. - 2:00 p.m.**
- **Occasionally will work an 8-hour shift based on department needs.**

Performs administrative and clerical work for the Parks, Recreation & Tourism department. Employee must exercise independent judgment, discretion, and initiative in completing all job responsibilities. Employee must be able to establish and maintain cooperative, courteous, and positive communications with fellow employees, other personnel, and the general public. Reports to the Director of Parks, Recreation & Tourism and/or other designated supervisor.

Examples of Duties

1. Answers telephone and greets visitors; receives inquiries and provides information based on detailed knowledge of programs, policies, and procedures; refers inquiries to appropriate personnel.
2. Types, using computerized word processing software, material from typed, handwritten or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, memos, minutes, reports, etc. Assumes responsibility for correctness of spelling, punctuation, format, and grammar.
3. Prints and balances daily receipts, including online registrations/payments; issues late payment notices. Prepares and delivers daily deposit.
4. Maintains various files, databases, and records, to include Department webpage updates. Serves as recording Secretary for the Parks and Recreation Advisory Committee, Tourism Advisory Committee and the Historical Committee.
5. Screens and routes oral and written communications; opens, sorts and distributes incoming mail. Prepares outgoing mail and correspondence; delivers and picks up daily mail.
6. Assists in the preparation and distribution of all publications, flyers, brochures, and promotional materials.
7. Assists in the preparation of various meetings, special projects and programs. Prepares meeting documents and packets.
8. Inventories and orders supplies.
9. Performs other duties as assigned.

QUALIFICATIONS:

- Possession of a high school diploma, supplemented by course work in administrative support technology, computer science, business administration, or related field.
- One (1) to two (2) years of clerical/administrative experience.
- Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.



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SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets established [Gloucester County Driving Standards](#).
- For your application to be considered complete, you must attach your cover letter.

NOTE: To be considered for this position, a completed application with a minimum of 3 professional references must be listed on application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Click the link for a complete job description [Office Assistant - PRT](#)
To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions](#).)