

PART-TIME
OFFICE ASSISTANT I

Pay Rate: \$15/hr.

Hours: Up to 28 hours per week

SUMMARY OF POSITION

Under the direction of the Program Supervisor and the Facility Manager this part time Office Assistant will perform clerical work of some variety involving recreation support activities. Work involves performing routine and varied clerical office assignments following prescribed procedures including typing, filing, receptionist duties at the Mentor Community Recreation Center (MCRC). Work is reviewed by supervisor for accuracy and completeness. Opportunity for Supervisor position may be available.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Maintains permanent records and files and appropriate correspondence, documents, and related material.
- Aides in the selling of MCRC memberships and class/programs registrations
- Enters data into computer; prints reports; reviews and edits reports for correct information.
- Provides clerical support typing letters, memos, and related material, and copying information.
- Able to work nights and weekends.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- High school graduation (or GED) including or supplemented by courses in typing and office procedures; clerical experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:
- Knowledge of business English, grammar, and punctuation.
- Knowledge of standard office practices, procedures, equipment, and clerical techniques.
- Ability to file numerically, alphabetically, and chronologically.
- Ability to proofread and logically organize information.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental procedures.
- Ability to distinguish confidential material and apply department standards for security and privacy
- Ability to communicate, orally and in writing.
- Ability to operate computer equipment and software.
- Ability to maintain required work records.
- Ability to maintain effective working relationships with other employees and the public.

PHYSICAL DEMANDS

The 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.

Work is performed mostly in office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and

arms. The employee is occasionally required to walk and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

DISCLAIMER

The City of Mentor retains the right to change or assign other duties to this position. The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. The City of Mentor is an Equal Employment Opportunity (EEO) employer.