



Conejo Recreation & Park District

Job Description

Title: Administrative Clerk

Status: Part-Time, Regular

Division: Recreation & Community Services

Job Grade: 6

Position Summary:

Under general supervision, the Administrative Clerk performs general office and clerical duties and acts as receptionist for a Unit in accordance with District policies and procedures.

Essential Duties & Responsibilities:

- Answer, screen, route, and respond to telephone calls; greet and assist in-person visitors
- Enter data and maintain reports, statistical information, records, and forms
- Compose a variety of correspondence; compile and maintain mailing lists; prepares bulk mailings
- Maintain inventory and order operational and office supplies for the unit
- Maintain schedules of activities and facility use
- Perform a variety of tasks related to program registration, reservations, and ticketing
- Accurately process monetary transactions, including collecting fees, issuing receipts, and handling credit card transactions, reconciling cash journal sheets and receipts, and preparing bank deposits

Other Duties & Responsibilities:

- Perform other related duties as assigned

Minimum 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, skills, and/or ability required:

Education and Experience:

Minimum age of 18 years old with a High School Diploma (or GED). At least 1,500 hours of relevant work experience, with at least 30 units completed in business administration or a related field preferred, or an equivalent combination of education and experience.

Certificates and Licenses:

- Adult and Pediatric First Aid & CPR/AED within 90 days of hire
- CA Driver's License and Proof of Insurance required if driving on behalf of the District

Additional Knowledge, Skills, and Abilities:

Ability to communicate effectively in English in both written and oral form. Ability to write routine correspondence using correct spelling and grammar. Ability to add, subtract, multiply, and divide in whole numbers, fractions, and decimals. Ability to apply common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers, and participants and/or parents/guardians.

Ability to type at a rate of at least 40 words per minute.

Fingerprint-Based Background Check:

All recreation employees are required to obtain fingerprint-based background clearance at both the State (DOJ) and Federal (FBI) levels prior to their first day of employment.

Supervisory Responsibilities:

The employee may provide guidance or direction to other part-time employees and to volunteers.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

The noise level in the environment is moderate to loud. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, including wet or humid conditions. The employee may occasionally be exposed to moving mechanical parts; high, precarious places; potentially hazardous chemicals or airborne particles; or risk of electrical shock. Exposure to hazardous conditions may vary according to Unit assignment.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties* of this job:

While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands or fingers to touch, handle, or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color, and peripheral vision; depth perception; the ability to adjust focus; and the ability to see well in poor lighting or at night. The employee is regularly required to lift up to 10 pounds, frequently required to lift up to 25 pounds, and occasionally required to lift up to 50 pounds. Physical demands may vary according to Unit assignment.

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

Title: Administrative Clerk
Reviewed 01/2021

Pursuant to California Government Code § 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.