
OFFICE ASSISTANT

Rev 5/2024

Department: Park & Lake
Reports To: Park & Lake Superintendent

Position Summary

Under the supervision of the Park & Lake Superintendent, the Office Assistant is a part-time, seasonal position that is non-exempt under the FLSA which performs responsible clerical and administrative duties. The employee in this position is responsible for selling fishing, boating, hunting and camping permits, and taking reservations for the lake hall and shelter houses.

Essential Functions

- * Sells lake, fishing, boating, hunting and camping permits;
- * Answers the telephone;
- * Takes reservations for the lake hall and shelter houses.
- * Cleans and stocks lake hall and shower facility;

Marginal Functions

- * Other related duties as deemed necessary or as assigned.

Minimum Position Requirements

Experience: Familiar with office procedures and accounting.

Education: High school diploma or GED.

Skills: Knowledge of mathematics and bookkeeping procedures. Knowledge of state boating regulations, hunting and fishing regulations. Good communication skills. Excellent interpersonal skills. The ability to receive, understand, carry out and communicate oral and written instructions. The ability to operate a computer, cash register, calculator and other related equipment.

Problem Solving: Limited problem solving exists in this position. Problems include handling citizen concerns and complaints.

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Minimum Position Requirements, continued

Decision Making: Limited decision making exists in this position. Decisions include determining when to call the Sheriff's Department for assistance.

Accountability: Employee is responsible for funds collected, but does not participate in the annual departmental budget process.

Supervision: Limited supervision and job related decisions are occasionally reviewed by the Park and Lake Superintendent. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Continual contact with the general public.

Working Conditions: Adverse weather conditions may be a factor in this position when required to perform outside activities.

Physical Requirements: Work is sedentary in nature and is performed at a desk the majority of the time. During the summer months, 10% of the time may be spent in physical outdoor manual labor. The ability to express or exchange ideas by means of communication. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.