

**HOMEWOOD-FLOSSMOOR PARK DISTRICT
PART-TIME JOB DESCRIPTION**

JOB TITLE: OFFICE ASSISTANT	JOB CATEGORY: CLERICAL
IMMEDIATE SUPERVISOR: SUPT. OF PARKS	JOB CODE: 5016
IMRF STATUS: NON-PARTICIPATING	FLSA STATUS: NON-EXEMPT

GENERAL JOB DESCRIPTION: Under the supervision and direction of the Superintendent of Parks & Planning, the office assistant performs routine and specialized clerical tasks.

PHYSICAL REQUIREMENTS:

STANDING:	Minimal
SITTING:	Extended period of time
WALKING:	Walking
LIFTING:	Must be able to lift 10 lbs.
STOOPING:	Minimal
REACHING:	Minimal
CLIMBING:	N/A
VERBAL:	Communicate one on one
VISION:	Type, write, read, use computer

COGNITIVE SKILLS REQUIRED:

- Must be able to read, write, and organize materials.
- Must be able to use good judgment and decision making.
- Must be able to work with people and solve problems.
- Must be able to complete clerical support tasks as assigned.
- Must be able to communicate with all departments, vendors and public in a positive, helpful manner.

KNOWLEDGE AND SKILL REQUIRED:

- Telephone reception service skills.
- General office procedures.
- Good typing skills.
- Familiar with computer operations, specifically Microsoft Office products.

EDUCATION AND TRAINING:

- Graduation from high school.
- Experience working with telephones, general office operations and computer skills required.
- Ability to service the public with tact and diplomacy.

ESSENTIAL JOB FUNCTIONS (DUTIES):

- Answer telephones, refer calls and provide information as needed.
- Prepare correspondence, reports, bid specifications, filing and support documents.
- Perform general clerical tasks.
- Place material orders and track order status through to payment processing.
- Track work orders from submission to completion.
- Perform other work as assigned.

MARGINAL FUNCTIONS:

- Must have vehicle for occasional trips to other park district facilities.
- Adheres to all policies and procedures outlined in the Safety Manual.

DATE: July 2010