



AMBROSE RECREATION & PARK DISTRICT
3105 Willow Pass Road, Bay Point, CA

JOB DESCRIPTION

OFFICE ASSISTANT

Temporary Position – 20 to 25 hours per week May through August
\$14.87 per hour
Monday through Friday work week

DEFINITION:

Under the general direction of the General Manager and the Senior Accountant, the Office Assistant performs a wide variety of clerical work, bookkeeping and related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is delegated clerical tasks from the Senior Accountant. They exercise some independent judgment in the performance of their duties. This is a confidential position and responsible for the confidentiality of all District business.

ESSENTIAL FUNCTIONS:

- Performs a variety of responsible clerical and bookkeeping duties.
- Assists the public with information regarding programs, classes, facility rentals and other information regarding the District.
- Assists the Senior Accountant in preparing and posting Board meeting agendas/packets.
- Assists the Receptionist with filing, facility rentals and class registrations.

OTHER JOB FUNCTIONS:

- Screens and routes mail, forwarding correspondence to correct departments.
- Performs miscellaneous typing and clerical duties for all departments.
- Receives money and receipts collected by the Receptionist and posts to Income Sheet.
- Performs other duties as assigned by the General Manager and Senior Accountant.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures and equipment.
- Strong public relations skills.
- Recordkeeping and report writing.
- Knowledge of MS Word, Quickbooks Pro and all other appropriate computer programs.

Ability to:

- Perform clerical work such as filing and computer work.
- Communicate effectively both orally and in writing.

OTHER QUALIFICATIONS:

Must possess a valid California driver's license

Fingerprint clearance is required

EXPERIENCE & EDUCATION:

This position requires three years of proven experience in office/clerical work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged period of time.
- Work activities will require working within an office and recreational environment.
- May require lifting equipment or supplies up to 25 pounds.

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

“CREATING COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS”

(New 2018)