

# Job Announcement

GREATER VALLEJO RECREATION DISTRICT

TEMPORARY ADMINISTRATIVE SUPPORT

(20 HRS. – 40 HRS. PER WEEK)

***Job Opening: Thursday, March 30, 2017***

***Closing Date: 5:00 p.m., April 17, 2017***

***Hourly Rate: \$14.00/hr.***

The District is accepting applications for temporary part-time Administrative Asst. to work in the Administration and Human Resources Department.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **Job Definition**

Generally to perform a wide variety of clerical duties in support of assigned functions; to provide information and assistance to the general public; and to provide clerical support to the staff.

## **Functions:**

1. Answer the telephone and assist the general public.
2. Coordinate park reservation activities.
3. Provide assistance at the front counter; collect cash and issue receipts.
4. Sort and distribute incoming mail; prepare outgoing mail and special packages.
5. Retrieve and file information; maintain and update filing system utilizing a computer filing system.
6. Type a variety of letters, memos reports as assigned.
7. Assist in the compilation of reports including data entry functions.
8. Perform related duties and responsibilities as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Business writing skills and basic report preparation;
- Principles and procedures of filing and record keeping;

- Peak Software Program or customer service registration is desirable
- Microsoft Word/Excel

**Ability to:**

- Work independently, prioritize workload and accomplish tasks with a reasonable time period.
- Perform routine mathematical calculations.
- Communicate clearly and concisely, both orally and in writing.
- Learn and implement PEAK software for Parks and Recreation Departments
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain clear and accurate records and filing system

**Education:**

High School Diploma

**License or Certificate**

Possession of a valid California driver's license while employed.

**EXPERIENCE:**

Two year of general clerical experience which includes use of computer systems.

**Physical Conditions:**

Functions may require maintaining physical condition necessary for light lifting, stooping, bending, kneeling, and sitting for prolonged periods of time.

**Application Process**

To apply, complete a District application form (available to download from website [www.gvrd.org/administration/humanresources/employment application](http://www.gvrd.org/administration/humanresources/employment_application)). **Return the completed application no later than 5:00 p.m. on Friday April 17, 2017**, to the GVRD main office, 395 Amador St., Vallejo, CA. ***Résumés submitted without the required District application will not be considered.***

*GVRD is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status in employment or in the provision of services.*