



Salem City Recreation PART TIME POSITION

Position: Part Time Receptionist/Office Clerk
Salary: \$10.56 - \$13.34 hr. (Scale 14 - 24)
Schedule: 12:30 p.m. - 5:00 p.m. Monday - Thursday
& every other Friday 8:00 a.m. to noon Closing
Date: April 30th or until filled.

Application may be picked up at the City Office (30 West 100 South) or www.salemcity.org and must be turned in at the City Office (Mon – Thur 7:30 a.m. – 5:30 p.m. and 12:00 noon Friday).

GENERAL PURPOSE

Under general supervision of the City Recreation Director, this employee will be responsible for answering phones, helping customers, receipting money and other essential functions.

ESSENTIAL FUNCTIONS

1. Courteously and in a timely manner, answers phones, greets and screens visitors. Makes appropriate referrals.
2. Accurately types letters, reports, and minutes.
3. Accurately maintains various files in recreation office.
4. Places phone calls in a courteous and timely manner.
5. Receives complaints from residents and relays messages in a timely manner.
6. Assists with signups for all recreation programs.
7. Accurately files customer payments and forms.
8. Maintains accurate files in computer and hard copy files.
9. Accurately receipts money for daily deposits.
10. On occasions, will be required to cover vacations (working a full day - 9 hours & Fridays).
11. On occasions, closing and securing recreation office.
12. Must be willing to attend all safety and other city employee meetings as needed.
13. Is friendly and enjoys dealing with the public.
14. Has a vision of helping the youth of our community.
15. Arrive to work in a timely manner.

POSITION QUALIFICATIONS

1. Education and Experience, Graduation from standard senior high school or equivalent, and have some experience.
2. Necessary Knowledge, Skills, and Abilities. Knowledge of computer operations, including a working knowledge of spreadsheets and word processing; Ability to maintain effective working relationships with employees, other agencies and the public; ability to think and act independently; ability to work under pressure; ability to communicate effectively, verbally and in writing, knowledge of balancing cash receipts.