



Administrative Office Clerk – Full Time

General Summary: Under the primary supervision of the Park Superintendent and secondary supervision of the Operations Director – Region 1, provides secretarial, administrative, and customer service support through the Park Commission Administrative Office. Typical responsibilities include preparation of bill payment vouchers, reconciliations of parks revenue, providing accounting support, database entry, assistance with Park Commission and committee meeting scheduling, drafting meeting minutes, supply ordering, and performing other clerical duties as assigned. This individual will become highly educated in parks operations, reservations processes, and rules interpretation to provide customer service over the phone and through e-mail correspondence.

Conduct: Conduct, both inside and outside the parks, whether in uniform or not, shall convey a favorable impression to the public and in no way reflect negatively upon the Mecosta County Park Commission.

Drug Free Workplace Policy: The Mecosta County Board of Commissioners has adopted a resolution for a Drug Free Workplace Policy. Compliance with the Mecosta County Board of Commissioners Drug Free Workplace Policy is a condition of employment. Failure or refusal of an employee to cooperate fully or to submit to any inspection or drug test as provided will be grounds for termination.

Hours of Work: A standard work week shall consist of forty hours per week, five days per week, with two days off per week. This position is primarily scheduled to work Monday-Friday between the hours of 8:00 am and 5:00 pm. Adjustments to the schedule will be expected for attendance at Park Commission meetings and park events in which clerical duties are necessary. The work schedule will be reviewed and approved by the Parks Superintendent.

Physical Conditions/Work Location: Employee will primarily work Monday-Friday and will report to the Mecosta County Parks Administration Office in Paris, MI. Employee will periodically be required to travel to various locations throughout the County of Mecosta. Employee shall expect to work primarily in an indoor office setting. Remote work is not available with this position.

Minimum Entrance Requirements: High School diploma is required. A minimum of two (2) years working in a secretarial, clerical, or administrative capacity with associated accounting responsibilities is required. Applicant must have a basic knowledge of office management, customer service, and computer application operation, including proficiency in Microsoft Office programs (Excel, Word, Power Point.) Applicant may be required to demonstrate computer skills. Applicant must possess a valid driver's license (State of Michigan Vehicle Operator's License required with job offer) and provide authorization to participate in and pass a pre-employment background screening. Applicant shall be a highly organized self-motivator capable of multitasking, demonstrating good written and verbal communication skills, and be able to verify clerical administration experience with preferred techniques.

Weightlifting Limit: All employees must be able to lift a minimum of 35 pounds.

Preferred Skills: Associate's degree or higher in business administration, accounting, recreation, or a combination of equivalent experience (5-years or more) in an office administration or clerical capacity.

Typical/Essential Duties:

- ✓ Provides customer service at the administration office. Greets public, answers incoming telephone calls, answers inquiries, responds to e-mails, creates reservations, and receives park revenues.
- ✓ Receives, resolves and replies to customer complaints or concerns in a professional manner.
- ✓ Provides a variety of secretarial and administrative support services for the Park Superintendent, Operations Manager, and Park Commission.
- ✓ Maintains records that accurately reflect the financial status of the parks. This includes monitoring checking accounts, completing accounts payable and receivable documents, administering financial transfers, and completing park financial reconciliations.
- ✓ Completes weekly park revenue reconciliations and submits to County for processing.
- ✓ Assists with creation and distribution of informational documents for the benefit of Park Commission members, County Commission members, and public as necessary.
- ✓ Maintains organization of electronic and physical filing systems.
- ✓ Assist with legal documents and postings related to quotes, bids, public notices, and purchasing of items.
- ✓ Attends and prepares documentation for meetings as directed by the Superintendent.
- ✓ Creates draft meeting minutes as requested by the Park Commission or Superintendent.
- ✓ Assists in the creation of required periodic reports.
- ✓ Maintains stock of office supplies as needed for business operations.
- ✓ Assists with ordering, stocking, and disbursement of supplies to park locations.
- ✓ Travels to County Parks, County Building, County Services Building, banks and other locations as required to complete organizational business tasks.
- ✓ Maintains confidentiality of documents, employee information, and sensitive circumstances.
- ✓ Attends meetings as directed by the Superintendent.
- ✓ Shall obtain any certifications or licenses, workshops, trade shows, or regional meetings as deemed necessary by the Superintendent.
- ✓ Performs other duties as assigned and necessary for the success of the organization.

The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I understand that this is an hourly at-will (can be terminated with or without cause) position which may require periodic work requirements during evenings or weekends in order to fulfill my responsibilities.

Signature: _____

Date: _____

