

## Marion County Parks and Recreation Commission

<b>Job Description Title:</b> Office Assistant		<b>Primary Supervisor(s):</b>	Director
		<b>Secondary Supervisor(s):</b>	Bookkeeper
<b>Location:</b>	Fairmont, WV	<b>Travel Required:</b>	No
<b>FLSA Classification:</b>	Non-exempt - Hourly	<b>Position Status (FT, PT, etc.):</b>	Part-time
<b>General Workday/Week:</b>	Monday through Friday 8:30am to 4:30 pm	<b>Physical Demands:</b>	Light/Sedentary – See Chart
<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>2 years experience providing general office support.</li> <li>Associate's degree is a plus.</li> </ul>	<b>Performance Expectations:</b>	Optional
<b>Mission Statement:</b>			
MCPARC is focused on creating places and spaces where everyone can play, connect, and learn. Our projects, and all that we do make up our core mission: to improve the lives of Marion County residents by providing quality recreation facilities and programs.			
<b>Values:</b>			
<b>Position Summary:</b>			
This position will be responsible for providing general office support.			
<b>Primary Responsibilities/Essential Job Duties:</b>			
<ul style="list-style-type: none"> <li>Assists the Bookkeeper as needed.</li> <li>Follows opening and closing office procedures.</li> <li>Answers and effectively handles phone calls.</li> <li>Takes reservations, payments, and writes receipts.</li> <li>Keeps office and work area organized.</li> <li>Keeps displayed print materials stocked.</li> <li>Enters data into Microsoft Office programs.</li> <li>Generates and distributes weekly reservation reports.</li> <li>Assists with program registrations and payments.</li> <li>Assists with the MCPARC Bus Trip program.</li> <li>Performs other duties as assigned.</li> </ul> <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>			

<b>PHYSICAL / ENVIRONMENTAL DEMANDS: <i>The table below shows how much on-the-job time is spent in the following physical activities:</i></b>				
ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to finger, handle or feel			X	

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**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Reaching with hands and arms		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing			X	
Tasting or smelling	X			
Driving	X			

This position is described as **light/sedentary physical activity** performing daily activities of an administrative nature. This position requires lifting or carrying items less than 25% of the time. Frequency of weight lifted is as follows: up to 20 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. The work environment is primarily indoors and is well-lit, air-conditioned and protected from various types of weather. The noise level is low-to-moderate, and typical of a normal office environment.

**Equipment Used:** Computer/laptop, telephone, copier, fax, scanner, printer, related communications systems

### REQUIRED CERTIFICATIONS/EXPERIENCE

- Experience using Microsoft Office products. Experience with QuickBooks is a plus.

#### Work Activities

- **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Communicating with Supervisors and co-workers**— Providing information to supervisors and co-workers by telephone, in written form, e-mail, or in person.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Processing Information** — Compiling and categorizing information or data.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

#### Competencies

To perform the job successfully, an individual should be competent in the work styles, knowledge, skills and abilities listed below.

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### Work Styles

- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** — Job requires being honest and ethical.
- **Social Orientation** — Job requires preferring to work with others rather than alone and being personally connected with others on the job.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.

### Knowledge

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers and Electronics** — Knowledge of personal computers and accounting software/systems
- **Administration and Management** — Knowledge of basic office administration and the coordination of people and resources.
- **Mathematics** — Knowledge of basic math.

### Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** — Talking to others to convey information effectively.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Service Orientation** — Actively looking for ways to help people.
- **Time Management** — Managing one's own time and the time of others.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Mathematics** — Using basic mathematics to solve problems.

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### Abilities

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong.
- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Number Facility** — The ability to add, subtract, multiply, or divide quickly and correctly.

### Tools and Technology Used in This Position Include the Following:

- Computer
- Calculator
- Copier/Fax/Printer
- Laminator
- Telephone system
- Paper shredder

### APPROVAL AND ACKNOWLEDGEMENT

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Director's Name

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Title

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Director's Signature

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Date

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Employee's Name

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Title

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Employee's Signature

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Date