

City of Pell City

1905 1st Avenue North

Pell City, AL 35125

205-338-2244

VACANCY NOTICE

Post date: February 6, 2017

POSITION TITLE: Part-Time Office Clerk (Park & Rec)

ANTICIPATED START DATE: TBD

SYNOPSIS: This is a part-time working position providing clerical/cashier/utility support for the operation of the Parks & Recreation center. Duties may include, but are not limited to: receiving money for various rentals, care and accountability of equipment, general filing responsibilities, and phone duty. Incumbent works under the general supervision of the Civic Center Coordinator.

QUALIFICATIONS:

- High School or GED. **Required**
- **Must be 18 years of age.**
- **Refer to job description**

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Range 1 - \$9.89 per hour

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until close of business Friday, February 17, 2017.
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration.

3. **Applicant files that are not complete by the closing date will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA
PARKS & RECREATION DEPARTMENT**

OFFICE CLERK

JOB DEFINITION

This is a part-time working position providing clerical/cashier/utility support for the operation of the Parks & Recreation center. Duties may include, but are not limited to: receiving money for various rentals, care and accountability of equipment, general filing responsibilities, and phone duty. Incumbent works under the general supervision of the Civic Center Coordinator.

ESSENTIAL FUNCTIONS

- Receive money for various rentals: rooms, tennis and other sports equipment.
- Responsible for condition of gym and weight room.
- Weekend responsibilities for Parks & Recreation facilities and equipment.
- Responsible for maintaining orderly conduct in gym and weight room.
- Accept incoming phone calls and route calls to the appropriate department/employee.
- Perform normal office functions such as filing, photocopying, sorting, compiling, and distributing.
- Perform other job related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles and practices of the parks & recreation department.
- Ability to handle cash as to properly receive and record fees accepted from the public.
- Ability to perform work through specific and general delegation by the civic center director.
- Ability to plan and organize work with little or no supervision.
- Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively.
- Ability to accept lines of authority; promote harmony; and cooperate with other staff and officials.
- Ability to establish and maintain effective working relationships with elected officials, department heads, the local business community, and the general public.
- Ability to express ideas clearly and concisely, orally, and in writing.

QUALIFICATIONS

- Must be at least 18 years of age and a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must possess computer skills necessary to perform the essential functions of the position, preferably with knowledge of *Microsoft Windows*® systems and applications.
- Must have general working knowledge of related office equipment.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours and overtime as required.

Approved: 5/22/14

QUALIFICATIONS (Continued)

- Must be willing to travel overnight to attend continuing education courses and workshops.
- Must be physically able to perform the essential functions of the position.