

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Parks & Rec Office Clerk**

JOB STATUS: **Part-Time**

Pay Range: **\$12.07-\$21.06**

ANTICIPATED START DATE: Following successful completion of background check and drug screen

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 Manager.

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.
- Must be physically able to perform the essential functions of the position.

ESSENTIAL JOB FUNCTIONS

- Receive money for various rentals: rooms, tennis, and other sports equipment.
- Responsible for the condition of the gym and weight room.
- Weekend responsibilities for Parks & Recreation facilities and equipment.
- Responsible for maintaining orderly conduct in the 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 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.

BENEFITS AVAILABLE FOR FULL TIME POSITION

- Retirement through RSA (with a City match)
- Direct Deposit

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers before a job offer is made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

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

Email: PC_HR@cityofpellcity.net Fax: (800)973-5698

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.