

CLERK (PART-TIME)**Organization Overview**

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards. Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

Responsibility

Under the direction of the business manager, assists in the processing of accounts payable and provides clerical support such as typing, copying, collating, labeling, and mailing as needed; tends to the front desk during the clerk/receptionist's lunch hour/errands/absences

Examples of Duties

- Enters vendor payment information as scheduled by the business manager or administrative secretary into the county's financial software program and prints voucher covers and invoice edit reports; requests purchase orders as assigned
- Requests W-9 forms from vendors and provides tax exemption certificates as needed
- Provides clerical support for special projects as assigned
- Provides front desk coverage during the clerk/receptionist's lunch hour/errands/absences:
 - Answers and directs phone calls to park district staff, greets visitors, and answers requests for general information
 - Takes reservations for park facilities and program registrations via telephone and online software program, schedules site visits, receives monies and issues receipts, signs out/accepts keys and key deposits
 - Uses park district vehicle to occasionally run errands in the absence of the clerk/receptionist
- Other duties as assigned

Necessary Knowledge, Skills, Abilities

- Proven teamwork, communication and partnership skills, and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility
- Ability to work with the public, proper telephone techniques; general knowledge of office procedures; accurate typing and proofreading skills; ability to accurately direct phone inquiries and mail; knowledge of and ability to use business equipment (e.g., computer, copier)

Required Physical Abilities Include the Following, But Are Not Limited To

- May occasionally lift items weighing in excess of 30 pounds

Desired Training and Experience Requirements

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above
- Minimum high school diploma and two years of office experience
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening

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