

## Worcester County Job Opportunities

**DEPARTMENT:** DEPARTMENT OF RECREATION & PARKS  
**JOB TITLE:** OFFICE ASSISTANT IV-V \*BASED ON EXPERIENCE

**JOB TITLE:** OFFICE ASSISTANT IV  
**COMPENSATION:** GRADE 12/STEP 1 - \$37,253 ANNUALLY/ \$17.91 HOURLY  
GRADE 12/STEP 5 - \$41,080 ANNUALLY/ \$19.75 HOURLY  
\*BASED ON EXPERIENCE

**JOB TITLE:** OFFICE ASSISTANT V  
**COMPENSATION:** GRADE 13/STEP 1 - \$39,104 ANNUALLY/ \$18.80 HOURLY  
GRADE 13/STEP 5 - \$43,160 ANNUALLY/ \$20.75 HOURLY  
\*BASED ON EXPERIENCE

**JOB LOCATION:** WORCESTER COUNTY RECREATION CENTER, 6030 PUBLIC LANDING RD. SNOW HILL, MD

**WORK SCHEDULE:** 9:00 AM TO 5:30 PM, MONDAY TO FRIDAY, IN THE OFFICE

**APPLICATION PERIOD:** UNTIL FILLED

**MARYLAND STATE RETIREMENT:** THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

**JOB SUMMARY:** The Office Assistant IV serves as the Receptionist for the Worcester County Recreation Center. This position provides administrative support including clerical, financial and payroll duties for the Recreation & Parks Department, reporting to the Recreation Facilities Superintendent, but would be under the direct leadership of the Department Head.

### **GENERAL REQUIREMENTS**

- Pre-employment background check.
- Safety sensitive requiring Drug and Alcohol testing.
- Essential personnel subject to emergency call-back with little or no notice.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Greets the general public in a friendly and courteous manner and directs inquiries to appropriate individuals.
- Provides general departmental recreation and parks information to the public.
- Maintains and reconciles front desk cash drawer.
- Assists with training of part-time front desk staff.
- Administers daily check in and out for all monitors.
- Prepares all timesheets for monitors (concession, program, special events).
- Maintain the master schedule for the program monitors.
- Oversees and administers the Recreation Center's Scheduling Software/Data base; includes inputting monitor schedules, monitor time off requests, monitor schedule changes, and sending open bid work requests.
- Maintain attendance records and/or leave requests for the department.
- Assists customers with completion of the County "Indemnity Forms".
- Takes payment and gives receipts for all money received.
- Ensures that all visitors sign in and assists with collating the participant/visitor data.
- Assists the public with the issuing of equipment such as basketballs, soccer balls, etc.
- Answer, screen, and transfer inbound phone calls.
- Receive/receipt registration money for multiple programs (cash, check, and credit card).
- Maintain database for Concussion Awareness Form, Financial Assistance forms and volunteer/employee background checks.
- Submit background check information to NCSI.

- Assist the Facility Superintendent with pavilion reservation/rentals and selling Amusement Park tickets.
- Maintain the database for county vehicle maintenance.
- Data entry/membership updates and software maintenance for the Gym Assistant program.
- Assist with verifying the daily deposits.
- Order office supplies for the Xerox copy machine.
- Assist managers/supervisors when needed with events, mailings etc.
- Assist recreation staff with review and printing of marketing collateral, program flyers and monthly schedule.
- Security system monitoring/surveillance.
- Maintain accurate financial records and reports.
- Serves as a backup to Administrative Assistant V; prepare invoices, verify purchase orders, pay dept. bills weekly.
- Performs general clerical duties as requested by the Superintendents and Department Head.
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed.
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres to Worcester County Government Personnel Rules & Regulations.
- Performs other related duties as required by the Department Head.

#### **QUALIFICATIONS AND SKILLS**

- Valid driver's license and driving record of less than 4 points (MD).
- High School diploma or equivalent with 2 to 9 years of work-related training (clerical courses, computer classes, etc.) and administrative office experience combined with at least 2 to 5 years of increasing responsibility in an office environment.
- Computer skills including Microsoft Excel and work processing software. Basic typing skills.
- Knowledge of office practices and procedures including the ability to operate office equipment.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers. Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Ability to work effectively with little supervision and minimal direction.
- Self-starter that takes initiative and has a sense of urgency.
- Above average oral and written communication skills necessary to prepare reports and be able to communicate effectively and courteously with coworkers and the public.

#### **Office Assistant V**

- In addition to the education and skills listed above, plus 10 or more years of work-related training and administrative office experience combined with over 5 years of increasing responsibility in an office environment.

#### **SAFETY ANALYSIS**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.