



Muskingum Watershed Conservancy District Position Description and Requirements

Position Title:	Park Clerk	Date:	December 19, 2016
Department:	Recreation	Classification:	Seasonal (S)/ Variable (V)
Reports to:	Park Mgr and/or Asst. Park Mgr	FLSA Status:	Non-exempt
Directly Supervises:	None		

Summary of Responsibilities

Performs clerical and administrative support for park office staff. Duties include organizing and monitoring filing systems (including electronic and hard copy files), databases, and other systems as required by the MWCD.

Assists guests by answering questions and providing information regarding campgrounds, facilities, policies, rules and regulations.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions *include the following. Other duties may be assigned.*

Prepares Employment Information Forms for Seasonal and Variable Hours staff as directed by Park Manager, in keeping with Finance Department procedures and personnel policies.

Maintains personnel files for Seasonal employees. May assist with or prepare and edit park newsletter.

Accurately utilizes reservations system and complies with income processing and record keeping systems. Accepts reservations for park vacation cabins, camper cabins, camping, and picnic shelters.

Assists in training of seasonal staff including gate and registration staff, specifically regarding the reservation system. Acts as back up for gate and registration areas as necessary.

Assists in purchasing for park office, ensuring adequate inventory of office supplies are available. Notifies Park Manager when re-ordering of supplies is necessary. Maintains adequate inventory of brochures and forms for use in park office and surrounding facilities.

May assist activities staff as directed by Park Manager.

Responsible for providing information to visitors, responding to inquiries from the public, and facilitating complaint resolution.

Distributes incoming mail at park. Collects and reports data and statistics for various reports, including weekly park reports. Assists with processing camping permits and storage agreements. Prepares daily park deposits and reports.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of any customer issues that require further attention.

Skills and Abilities

Education:	High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.
Experience:	General office experience preferred
Computer Skills:	Basic computer skills required
Certifications & Licenses:	Driver's license valid in the state of Ohio
Abilities:	Ability to maintain confidential information. Must have the ability to follow oral and written instructions, to develop and maintain effective working relationships with associates, supervisor and general public; communicate effectively and operate job-related equipment (e.g., telephone, computer, copier, etc.), type quickly and accurately, file materials in alphabetical, numerical and chronological order.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

It is a normal office atmosphere. The noise level in the work environment is usually quiet.

Other Requirements, Expectations, or Unusual Conditions

Overtime work is required as necessary.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed _____

Date _____