

## **Jobney Appointed Metropolitan Park District**

### **Office Receptionist (Second, Full-Time, Hourly Position)**

#### **Classification**

The Second Office Receptionist is assigned to work directly under the supervision of the Administrative Department, specifically the Office Manager and the Administrative Assistant.

#### **Essential Duties**

- 1) Greet Park guests that visit the Park Office and direct them to the appropriate Department, if needed.
- 2) Will assist full time staff in answering questions from the public either in person, phone, or email.
- 3) Understanding of filing procedures and organizing files.
- 4) Will assist with projects that may arise.
- 5) Will assist public with questions they may have as it regards to reservations, program registrations, or any other pertinent information they may request.
- 6) Follow policies and confidentiality to safeguard data and information.
- 7) Other duties as assigned.

#### **Qualifications**

- 1) Knowledge and experience with computers and computer programs, including the file and Office Suite programs.
- 2) Good work ethic, self motivated, and wishes to work on files.
- 3) Ability to deal with the public in a professional and courteous manner.
- 4) Must be working toward a high school degree and/or higher education.

#### **Special Requirements**

- 1) Ability to write and speak the English language in a fluent and effective manner.
- 2) Attention to detail.
- 3) Work effectively with co-workers.
- 4) Understanding of Park District policies/procedures and rules/regulations.
- 5) Enjoy dealing with the public/visitors and have an interest in parks and recreation.
- 6) Ability to adapt to changing conditions.

