

**DISTRICT OF ELKFORD
EMPLOYEE POSITION DESCRIPTION**

Position Name: Leisure Services Clerk 1 **Date of Revision:** January 10, 2011

Classification: CUPE, Schedule C **Date of Last revision:**
Weekly hours: Casual
Schedule of hours: Varied, evenings and weekends

Approval:

Chief Administrative Officer

Supervisor

Nature of Work:

Under the general direction of the Director, Leisure Services, the position performs a variety of general and specific reception, clerical, elementary typing, and cash handling functions involving simple word processing, filing, answering queries by phone, email and in person, greeting and directing the public, providing information concerning programs, activities, events, schedules, fees etc., selling and collecting admission, and engaging in registration procedures. Some initiative and judgment is required within the defined scope of duties, but any complex or policy matters are referred to a supervisor.

Duties and Responsibilities Include:

- Basic typing and word processing; operating basic office equipment;
- Monitoring lobby/office areas and facilities while in use;
- Answer telephones and forward calls; providing information on services and programs;
- Collecting cash, making change, balancing cash receipts, preparing deposits, issuing and/or collecting tickets, issuing receipts for fees, rentals, etc.;
- Accepting and processing bookings for facilities usage; accepting and processing program registrations;
- Filing and maintaining files; handling incoming and outgoing mail;
- Reviewing, updating and completing statistic reports;
- Requisitioning office supplies as required;
- Other related duties may be assigned from time to time.

Qualifications, Experience and Requirements:

- Grade 12 Diploma or equivalent;
- Ability to deal with the public in a courteous, quick and efficient manner;
- Ability to receive and handle cash accurately;
- Accurate typing at 30 wpm;
- Microsoft Office experience preferred; and
- Some general office skills and experience or equivalent training and experience.

Interview and/or skill assessment may be required. Applicants without full qualifications or experience may be considered. The successful applicant may be required to provide a satisfactory Driver's Abstract and a Criminal Record Check.