

**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:**
Cashier/Receptionist

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 and the daily supervision of the Head Lifeguard or alternate, 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, e-mail 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 judgement 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 telephone 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 and Experience:

- Grade 12 Diploma or equivalent;
- Typing speed of 30 WPM (minimum);
- Microsoft Office experience preferred;
- Ability to receive and handle cash accurately;
- Ability to exercise courtesy and tact when dealing with both the public and staff;
- Ability to work with minimum supervision;
- Ability to communicate effectively, both written and orally;
- Ability to generate and verify accurate data;
- Ability to maintain confidentiality;
- Ability to organize work to meet deadlines;
- Must possess 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 candidate may be required to provide a satisfactory Driver's Abstract and will be required to provide a Criminal Record Check.