



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

SECRETARY- Recreation Services (20 Hours/Week)

Pay Grade: 44 Pay Range: \$12.96 to \$18.15 DOE/Q per hour.

(Part time employees are NOT eligible for medical benefits.)

New employees usually start at the beginning of the pay range.

FLSA Status: Non-Exempt (eligible for overtime)

Qualifications: Education and/or experience equivalent high school diploma and one (1) year secretarial/administrative experience. Candidate of choice must pass pre-employment drug test and possess a valid Arizona drivers license. May be required to work evenings and weekends.

Special Requirement: Due to nature of work, contact with children and extensive cash handling responsibilities; successful completion of a fingerprint background check is a condition of employment.

Tasks: Under general supervision, serves as the first point of contact at the Parks and Recreation department while providing high level secretarial support for recreation leaders, coordinators, and staff in a fast paced environment. Duties include greeting the public, overseeing and tracking City facility reservations, program registration, coordinating and supporting special events as needed. Prepares letters, forms and reports, answers telephones and provides information to the general public as well as internal customers. Develops and maintains office procedures, policies and practices; receives reviews and distributes incoming mail; proofreads and edits documents; performs data entry functions, creates spreadsheets and manages department and special group databases.

Knowledge, Skills, and Other Characteristics:

- Knowledge of the City's governmental organization, policies and procedures
- Knowledge of office management/administrative support practices and procedures
- Knowledge of public relations/customer service principles, practices and techniques
- Knowledge of basic accounting, budgeting or business practices and methods
- Knowledge of a variety of computer software, including word processing database and spreadsheet applications
- Skill in Microsoft Word, Excel and Access and in 10-key operation
- Skill in organization, attention to detail and follow through
- Skill in managing and prioritizing multiple projects
- Skill in utilizing online calendaring and computer databases to research, maintain and update records and files
- Skill in oral and written communications for administrative and technical purposes
- Skill in establishing and maintaining effective working relationships with state, federal, and local officials, elected officials, department heads, business and professional groups, and City residents
- Skill in customer service utilizing public relations techniques in working with children, youth and parents

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed. The ability to lift no more than 20 lbs.

Hearing and Speaking Ability: Ability to clearly, concisely and effectively communicate (reading, writing, speaking) in person and over the telephone in English. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 P.M. March 4, 2011

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott, AZ 86303

928.777.1347 928.777.1215 Fax: 928.777.1213 TDD 928.777.1100

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE

Posted: February 11, 2011

Debbie Horton
Recreation Services Director

Mary Jacobsen
Human Resources Director

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MAJOR BENEFITS FOR ALL FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Part-time employees are NOT eligible for health insurance; Paid employee life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.