



Charter Township of Waterford

Job Description

Typist-Clerk I

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| Department: | Parks and Recreation |
| Supervised By: | Administrative Assistant & Senior Coordinator |
| Supervises: | None |
| Bargaining Unit: | Teamsters |
| FLSA: | Non-exempt |
| Status: | Full-time |

General Summary

Under the direction of the Parks and Recreation Director or designee, performs a variety of clerical tasks requiring the exercise of independent judgement and knowledge of office procedures and terminology gained through experience and training. Performs clerical duties for departmental staff. Assists in the planning and implementation of programs for the Parks and Recreation Department. Performs a variety of duties within parks and recreation facilities that include setting up and tearing down equipment for programs and activities and decorating for events.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Answers the telephone and provides counter assistance, directing departmental visitors and providing routine procedural information including answering basic Parks & Recreation program inquiries.
2. Assists in a variety of departmental activities processing applications, typing, posting, compiling data or assisting others with their work.
3. Assists with the planning and implementing of programs, activities and special events. This includes setting up and cleaning up for daily programs and special events.
4. Assists with the preparation of program and activity information such as brochures, flyers and newsletters for community consumption using Canva or other graphic design platform or program.
5. Required to lead programs, work special events, and escort senior citizen day trips as assigned.
6. Receives and processes large sums of cash, checks and other financial instruments for recreation programs and travel programs.
7. Maintains daily records of all financial transactions.
8. Operates a variety of office machines, such as copy machine, scanner and other computer equipment. Makes social media updates for departmental pages. Sends weekly mass email communications to citizens.
9. Files and retrieves data from various computerized databases and spreadsheets. Maintaining clerical inventory controls and ordering materials as necessary.
10. Delivers and picks up clerical materials as necessary.
11. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High school diploma or equivalent.
2. Ability to type 45 wpm accurately using word processing software. **Typing test required.**
3. Must possess basic word processing, database and spreadsheet software skills. **Skills test required.**
4. Thorough knowledge of general office and filing system procedures and practices.
5. Must possess good grammatical, spelling and mathematical skills. **Skills test required.**
6. Ability to meet and talk with customers and the general public.
7. Must be able to work special events that require evening and weekend hours.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office and Recreation Center setting, although some duties may be performed in all weather conditions and on varying working surfaces.

This is a moderately physically demanding position, at times requiring full range of motion and the use of both fine and gross muscle of the total body. Employee is regularly required to lift objects of ± 25 pounds 3 or more times per day with occasional lifts of ± 50 pounds required. Overhead reaching is required. Grasping of hand tools (such as staplers, screwdrivers, pliers, etc.) under light torque load is common. The largest grasping pattern is approximately 14 inches. Vibration is not a factor. The employee must be able to pull/push/lift and carry mid-range objects, such as apparatus lockers, tables, chairs, event décor and sports equipment. Must be able to climb steps to retrieve some equipment. The employee must be able to manually write and work with computer keyboard. Good vision is required. Limited hearing is acceptable. The ability to hear may affect the productivity of this position; accommodations must be reviewed for reasonableness.

This position is not conducive to the use of mobility assist devices such as wheelchairs, walkers, etc. Verbal communication is fundamental.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

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| Start | \$20.86/hour |
| 6 Months | \$22.09/hour |
| 1 Year | \$23.32/hour |
| 2 Years | \$24.54/hour |

Posting Date:

Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>