

## **JOB TITLE: CLERK TYPIST**

**Department: Town of West Seneca, Recreation Department**

**Reporting Manager: Lauren Masset, Recreation Supervisor**

**Position Status: Part-Time**

**Revised: November 18, 2020**

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**Position Summary:** The Clerk Typist assists the Recreation Supervisor in managing the membership and registration process for Patrons participating in Recreation programs. This position will support the membership and registration process via an internal software portal. This position will perform administrative and clerical duties for the Recreation Department.

In the performance of respective tasks and duties, all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
  - Interact professionally with other employees, members of the community, volunteers and visitors.
  - Work effectively as a team contributor on all assignments.
  - Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
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### **Position Accountabilities:**

- Provide excellent customer service and support to Patrons by creating a welcoming presence with incoming calls or in-person registrations, capturing pertinent information correctly, cascade and communication of information to Patrons and members of Recreation Department.
- Use membership and registration software to process program applications and process payments thereof.
- Assist with administrative tasks and duties related to the activities, programs and services provided by the Recreation Department, including but not limited to, answering and responding to telephone calls and emails, monitoring department mailbox, and creating memos and spreadsheets.
- Complete daily reports and logs, including but not limited to, updating computer receipt and membership logs, ensuring ample supply of registration forms for each program and filing as appropriate, and preparing and submitting end of day revenue report and work log.
- Maintain a clean, neat and professional work area. safe and clean work area that includes that includes recycling, emptying the garbage, and daily sanitizing of work surfaces and bathroom area within Recreation Department area.
- Maintain a safe and healthy work area that includes ensuring all perimeter doors within the Recreation Department area are locked and secure, and following safety protocols such as turning off computer, TV, heaters, fans, appliances and the like.
- Assist with Town of West Seneca facility scheduling.
- Assist other departments as needed.
- Assist or oversee with Recreation Department programs and/or events as needed.
- Other duties as assigned.



**Position Qualifications:**

- **EDUCATION:** High school diploma or equivalent educational experience. Associate’s Degree preferred.
- **EXPERIENCE:** 1-3 years in administrative or clerical role
- Valid driver’s license and reliable personal transportation required.
- Must be 18 years of age.
- **SKILLS:**
  - Proficient in Microsoft Office platform, including Word and Excel.
  - Comfortable using internal computer systems, process and software programs.
  - Ability to multi-task in a fast-paced office environment.
  - Excellent written and verbal communication skills.
  - Positive attitude and work ethic.
  - Attention to detail is required.
  - Able to work independently or as an active member of a team.

**Position Requirements and Working Conditions:**

<b>Physical Activities (Check all that apply)</b>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending stairs or ramps.	<b>O</b>
Moving self in different positions to accomplish tasks in various environments.	<b>C</b>
Remaining in a stationary position, often standing or sitting for prolonged periods.	<b>C</b>
Use of computer systems, printers and software programs.	<b>C</b>
Moving about to accomplish tasks.	<b>C</b>
Adjusting or moving objects up to 10 pounds in all directions.	<b>O</b>
Communicating with others to exchange information.	<b>C</b>
Repeating motions that may include the wrists, hands and/or fingers.	<b>C</b>
Assess risk, detect risk factors for site safety purposes through being aware of surrounding environment, individuals, noises, observations, etc.	<b>C</b>

<b>Environmental Conditions (Check all that apply)</b>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Low temperatures.	<b>O</b>
High temperatures.	<b>O</b>
Outdoor elements such as precipitation and wind.	<b>O</b>
Noisy environments.	<b>O</b>
Hazardous conditions.	<b>N</b>
Small and/or enclosed spaces.	<b>O</b>

<b>Physical Demands (Check all that apply)</b>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Light work that includes moving objects up to 20 pounds.	<b>O</b>
Medium work that includes moving objects up to 50 pounds.	<b>O</b>
Heavy work that includes moving objects up to 100 pounds or more.	<b>O</b>