

TYPIST-RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position provides secretarial and clerical support as well as routine assistance in the field of recreation. The incumbent performs skilled keyboarding services and a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. In addition, this position provides routine assistance for a variety of recreational programs such as the coordination of recreational activities for special populations, i.e., senior citizens, children, teens. Initially, employees' work will be directly reviewed and supervised to be sure employee is learning and applying the rules and procedures of the office. As job familiarity increases, employee will have leeway for completing work assignments independently under the prescribed procedures. Work will be more closely monitored when it involves procedural changes. Direct supervision of others is not normally a function of this class, however, the incumbent may lead the work of aides, interns and temporary employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title (Since this is a combination of Typist and Recreation Assistant, this position performs all of the functions of Typist and Recreation Assistant). It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Performs skilled keyboarding to produce correspondence, reports, tables, charts, and to maintain large databases;
2. Gathers, extracts and copies information for use by technical and professional staff;
3. Receives and responds to various forms of inquiries and provides routine information;
4. Files correspondence, memoranda, reports, and other materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction;
5. Reviews records and documents for completeness, compliance with departmental standards and for accuracy;
6. Coordinates schedules, events, and activities, provides notifications, distributes data, logs information, maintains supplies, processes mailings etc.;
7. Assists in running a program at a recreation facility, a senior citizen center, or after-school program;
8. Assists in conducting arts and crafts, dances, tournaments, story-telling sessions, dramatics and special events, etc.;
9. May do grocery shopping and setting up for special events, e.g. senior luncheons;
10. Assists with organizing and chaperoning trips and other group activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business English necessary to recognize and correct common errors in correspondence, records, and reports;

Knowledge of arithmetic to verify calculations and report on work activities;

Knowledge of record keeping necessary to organize data from several sources, scheduling, and for maintaining a record system using running balances;

Skill in operating office automation equipment sufficient to produce work accurately and efficiently;

Ability to operate a keyboard at not less than 35 words per minute;

Ability to learn software packages for word processing to produce a variety of information;

Ability to understand, follow and carry out oral and written directions;

Ability to learn and work within departmental procedures and guidelines;

TYPIST-RECREATION ASSISTANT (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (Cont'd)

Ability to provide basic information and direction to the public;
Ability to get along well with adults and children;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

NOTE: A performance test in keyboarding will be required.

ADOPTED: 01/05/15