

**CITY OF PRICE  
JOB SPECIFICATION**

<b>TITLE:</b>	<u>Office Clerk</u>	<b>GRADE NUMBER:</b>	<u>A</u>
<b>DIVISION:</b>	<u>Swimming Pool</u>		Non-Exempt, Hourly
<b>DEPT:</b>	<u>Customer Service</u>	<b>EFFECTIVE DATE:</b>	November 13, 2008

**GENERAL PURPOSE**

Facilitate the business operation of the pool complex by assisting swimming pool complex patrons and administering processes and procedures.

**SUPERVISION RECEIVED**

Works under the supervision of the Facilities Manager and the Lead Office Clerk

**SUPERVISION EXERCISED**

None

**EXAMPLES OF DUTIES**

Greet patrons and perform a variety of routine clerical tasks related to the operation of the swimming pool complex, collect pool admission fees, make correct change, sell concessions and pool passes, enroll patrons in swimming lessons, and issue receipts for same

Assist in compiling and maintaining a filing system and records related to the operation of the department

Answer the phone in a pleasant and courteous manner.

Assist the Lead Office Clerk in maintaining inventories and ordering office supplies and materials; assists in a variety of routine clerical tasks related to the swimming complex

Provide patrons with information regarding the operation and rules of the Swimming Complex

Keep office and other assigned areas clean and organized

Operate a cash register and computer programs associated with job duties and assignments

Perform other duties as assigned

**MINIMUM QUALIFICATIONS**

1. Education and Experience:  
Formal or informal education or training which ensures the ability to read, write and perform basic mathematical calculations necessary to perform the specified duties  
  
Related experience helpful
2. Knowledge, Skills, and Abilities  
Knowledge of proper public contact and telephone etiquette  
  
Knowledge of basic cash management and mathematical calculations  
Knowledge of English usage, spelling, grammar, punctuation and basic business writing and report generation

Basic knowledge of computer operations and data entry

Ability to understand and follow written and oral instructions and work independently in carrying out work assignments

Ability to learn assigned clerical tasks readily, adhere to prescribed routine, and operate standard office equipment

Ability to develop and maintain working relationships with supervisors, fellow employees, and the public

Ability to obtain and retain a current food handler's permit within one month of hire

3. Special Qualifications:  
None

4. Physical Requirements and Demands  
Must be able to regularly lift and/or move up to 35 lbs

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. Additionally the employee is required to stoop, kneel.

Must be able to make effective audio-visual discrimination and perceptions needed to make observations, operate assigned equipment, and effectively communicate with others verbally and in writing

The employee will be exposed to wet and dry conditions and humidity