SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Parks Administrative Specialist II

Reports to: Administrative Specialist IV

Department: Parks & Fair

FLSA Status: Nonexempt (part-time)

POSITION

BASIC FUNCTION: Assists with routine clerical work in the Parks Department Administration Office. Work is performed under the supervision of the Administrative Specialist IV.

MINIMUM QUALIFICATIONS: High School Education and one year of related office experience, including work with basic accounting techniques, filing, office machines, and PC computer with Office Suite software programs; OR any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Provides phone and some in person reception for the Administrative Office. Checks customer line voicemail and returns simple information calls and forwards messages to appropriate staff. Monitors general department e-mail box, responds to basic information requests and forwards others to appropriate staff.
*2. Processes incoming and outgoing mail, including courthouse pick up and drop off of internal and external correspondence. Makes deposits at Treasurer’s office and bank.  
*3. Makes copies and assists with file maintenance and archiving.
*4. Assists with camping reservation program including processing individual and group reservations, payments and refunds.
*5. Using various computer software programs, prepare forms and labels, maintain lists tables and data bases for volunteer and camping programs.
*6. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.
7. Assists with special projects as assigned

PHYSICAL AND MENTAL REQUIREMENTS: Requires various amounts of standing, sitting and walking average hearing and vision. Must be able to receive and understand written and oral instructions or communication and to give verbal and written communications and be able to calculate math problems. Requires occasional lifting of 10 pounds or less and infrequent lifting of 10 to 20 pounds or greater. Requires ability for repetitive hand and finger movements.

EQUIPMENT REQUIRED

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>2</td>
<td>Daily x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Fax</td>
<td>1</td>
<td>Monthly x</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office environment.