



CITY OF NORTH CHARLESTON
VACANCY NOTICE

Position: Recreation Specialist, Part-time, 25 hours per week
Must be available to work nights and weekends

Department: Recreation Department

Pay: \$12.62 per hour

GENERAL STATEMENT OF POSITION

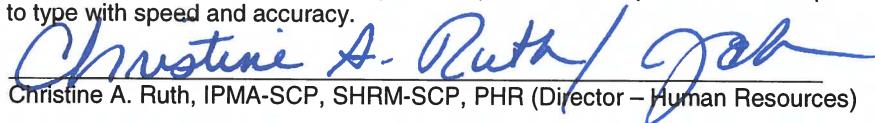
Under regular supervision, performs routine clerical and housekeeping work in support of the programs and activities of the assigned department, and provides professional customer service at all times. Performs related work as required. Reports to the assigned supervisor.

Essential Functions

Performs responsible clerical and housekeeping work in support of department programs and activities. Answers the telephone, provides accurate information to callers or forwards calls to appropriate personnel. Takes messages as needed. Greets and assists office visitors. Compiles and prepares daily reports for various department programs and activities. Types, processes, copies, files and/or distributes various forms, records, reports, memos, correspondence, etc. Performs other routine clerical work as required, including but not limited to copying and filing documents, processing daily mail, sending and receiving faxes, maintaining lists and logs, etc. Assist in enforcing facility policies, rules and regulations. Performs general custodial work as necessary, which may include but is not limited to sweeping, mopping and vacuuming floors; buffing and polishing floors; unlocking / securing buildings; cleaning restrooms; stocking restroom supplies; removing trash, etc. Performs minor building maintenance work as necessary, which may include painting walls and other surfaces, repairing locks, installing carpet, assembling and repairing furniture and displays, etc. May assist in coordinating the rental of facilities and meeting spaces for outside groups. Receives and responds to routine inquiries, complaints and requests for assistance from employees and the public regarding department activities and procedures. Attends training and workshops as required to enhance job knowledge and skills. Assists other department staff with duties as necessary. Refers to policy and procedure manuals, computer manuals, directories, schedules, work orders, etc. Operates a variety of equipment, which may include a computer, printer, typewriter, fax machine, copier, telephone, etc. Uses clerical and computer supplies. Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other City personnel, program participants, parents, various outside agencies and professionals, and the general public. Other duties as may be assigned.

Minimum training and experience

Requires a high school diploma or GED equivalent supplemented by three to six months of related clerical or facilities maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to type with speed and accuracy.


Christine A. Ruth, IPMA-SCP, SHRM-SCP, PHR (Director – Human Resources)

POSTED: June 25, 2019
DEADLINE: Until Filled

Employment applications can be mailed to the City of North Charleston, P.O. Box 190016, North Charleston, SC 29419-9016, or completed at North Charleston Human Resource Department, 2500 City Hall Lane, North Charleston, SC 29419-9016.