



TOWN OF MONROE

EMPLOYMENT JOB DESCRIPTION

POSITION TITLE: Office Aide

DEPARTMENT: Parks & Recreation Department

REPORTS TO: Director of Parks & Recreation

CLASSIFICATION: Hourly; Unaffiliated; 19.5 Hours per week

UPDATED: May 2021

JOB SUMMARY:

Assist in daily administrative duties of the Parks and Recreation Department to serve the needs of the Town including recordkeeping, financial reports, registration, and customer service.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develop and coordinate Parks and Recreation Commission reports
- Recordkeeping, daily receipt handling and processing
- Coordinate data and reports for Great Hollow Lake and Lake Zoar boat launch
- Seasonal program registration management and processing
- Serve as office receptionist greeting the public and servicing requests
- Facilitate reservations and dispensing of department information and services

EDUCATION/EXPERIENCE :

- Minimum of 2 years office experience or equivalent education
- Familiarity with cash accounting, parks and recreation terminology, computerized registration, and basic computer software (Word, Excel, etc.)
- Data entry, report generation and computer skills
- Manipulation of data to generate reporting information
- Working knowledge of Publisher and other graphic design software
- Experience in customer service oriented office environment with high public traffic
- Excellent interpersonal skills