

JOB ANNOUNCEMENT

Recreation Department - Open Until Filled



OFFICE CLERK - SEASONAL

Rate of Pay: \$13.50 per hour

General Description

This is responsible secretarial work involving a wide range of typing, word processing, reception, scheduling and maintaining accounts and records of financial transactions. Work involves responsibility for providing secretarial and administrative support for the Recreation Department. Duties include typing reports and correspondence, answering telephones and providing information regarding programs, registering program participants, collecting fees, issuing field permits, balancing cash transmittals, preparing payroll documents and running errands for the Department. This position also has the responsibility for making standard secretarial decisions. The work requires that the employee have considerable knowledge, skill and ability in all aspects of secretarial and office procedures.

Qualifications

A high school diploma plus one year of experience in office work, or any combination of education and experience which provides a demonstrated ability to perform the duties of the office clerk position. Must be 17.5 years or older.

MAINTAINER - SEASONAL

Rate of Pay: \$11.00 per hour

General Description

This is responsible recreation facilities maintenance work at the standard performance level involving tasks in assisting in maintenance and repair of athletic fields, playgrounds and Recreation Department buildings and structures. Work involves responsibility for operation specific maintenance machinery and equipment. Duties include planting and maintaining trees, shrubs, flowers and swimming facilities. This work requires that the employee has good knowledge, skill and ability in parks and facilities maintenance.

Qualifications

A high school diploma plus two years of experience in parks maintenance work, including equipment operation and the use of hand tools, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

*To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.*
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3/23/2018 A handwritten signature in blue ink, appearing to be "Bkm", is written over the date.