

**Town of Rocky Hill  
Job Description**

**POSITION:** Part-Time Clerical Assistant  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Office Manager  
**SUPERVISES:** None  
**BARGAINING UNIT:** Non-bargaining

**Summary of Responsibility:**

Performs general clerical work of some variety and specialized clerical work in assigned department. Provides information to the public requiring knowledge of department programs and procedures. **In absence of Office Manager, covers office as required.**

**Essential Functions:**

1. Provides exceptional customer service to all customers seeking help.
2. Serves as the primary person answering department phone calls.
3. Receives oral or written instructions from Supervisors.
4. Plans work according to established office or standard procedures.
5. Files materials in an established filing system.
6. Provides information and registers participants for department and Town programs and services to the public.
7. Types routine correspondence such as letters, program flyers, reports or other materials.
8. Performs arithmetical computations as required.
9. Collects monetary funds as appropriate from program participants.
10. May maintain limited financial records for the department.
11. Collects and distributes department mail as appropriate.
12. Responds to routine inquiries and requests, or refers to appropriate office or person.
13. Operates standard office equipment.

**Other Functions:**

1. Must have a clear understanding of the office software system (My Rec).
2. Performs typing and other clerical tasks as assigned.
3. Demonstrates knowledge of MS Office including Word, Excel and Outlook.
4. Ability to perform basic mathematical computations.
5. Ability to conduct research, usage of internet and other sources.
6. Knowledge of filing concepts.
7. Performs other work as required.

Note: The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

**Qualifications and Competencies:**

1. Ability to establish positive communication and interaction with customers and staff.
2. Ability to quickly and easily adapt to customer situations, changes in procedures and the ability to multi-task.
3. Ability to accurately and effectively respond to questions from groups of managers, customers and the general public.
4. Ability to understand and handle a variety of work related problems.
5. Ability to operate a computer, typewriter, calculator and telephone equipment.
6. Ability to comprehend multiple instructions and prepare short correspondence and memos.
7. Ability to be flexible with scheduling of hours and work additional hours on occasion as needed.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO /AA employer and complies with the guidelines of the Americans with Disabilities Act.