

# CITY OF GOSHEN, INDIANA

## OFFICE ASSISTANT

**Department:** Parks and Recreation

**Position:** Office Assistant III

**Scheduling:** Varying hours Monday – Friday between 7:00 am and 4:00 pm. Occasional evening and weekend hours. (25 hours/week)

**FLSA Status:** Hourly, Non-exempt

**Date of Announcement:** April 5, 2019

**Application Deadline:** Until position is filled

Under the direction of the Superintendent of Parks and Recreation, the Office Assistant assists in the customer service, clerical and accounting aspects and responsibilities of the Park Department office. This position supports the Park Department staff in their efforts to provide and conduct various programs, events and activities within Goshen City Parks.

### **Essential Duties and Responsibilities:**

*Following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Assists customers both in person and on phone
- Distribute departmental mail
- Answers Phone
- Processes program registrations
- Cashier duties, receipting and balancing
- Filing
- Assist in preparation of Park Board packets and Board minutes for distribution
- Maintains files including scanning software
- Assists in balancing revenue/expenditure reports
- Database entry
- Prepare purchase orders
- Prepares correspondence and reports
- Processes reservations for shelters, building and trails
- Processes custodial reports and deposit refunds
- Maintains event usage and coordination of park properties and serves as point of contact
- Maintains annual filing system for easy access
- Maintains rental contracts and procedures
- Program cost analysis reporting
- Attend job related training and educational sessions upon Superintendent's request
- Assists in maintenance of park specific software
- Performs other related essential duties as required

### **Requirements:**

Must have high school diploma or equivalency and vocational/technical training in computer/word processing, spreadsheets plus some relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Must have valid driver's license.

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated machines
- Strong skills in word processing, data entry, spreadsheets, PowerPoint, e-mail and calendaring

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages.

**Language Ability and Interpersonal Communication:**

- Ability to prepare receipts, memos, correspondence, and other job related documents.
- Ability to meet deadlines.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to communicate effectively.

**Environmental Adaptability:**

- Ability to work effectively in an office environment.

**Rate of Pay:**

Grade 5 as designated by current salary ordinance. Starting Wage - \$15.89

**Work Hours:**

Varying hours Monday - Friday between 7:00 am and 4:00 pm. Occasional evening and weekend hours.

Applications (required) are available in the Human Resources Department, 204 E. Jefferson, Goshen, M-F, 8-5 or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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