

# THOMAS TOWNSHIP EMPLOYEE JOB DESCRIPTIONS

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Parks & Recreation

**PARKS & REC CLERICAL**

Adopted:

1/5/1998

Amended:

4/4/2011

3/3/2026

## **Summary:**

Responsible for assisting with the operation of the Parks and Recreation Department including, but not limited to, assisting the public at the counter and by telephone, creating flyers, social media and team selection, handling program registrations, maintaining sports stats and other records, filing, typing, data entry and similar clerical tasks as requested.

## **Supervision Received:**

Work is performed under the general supervision of the Parks and Recreation Director.

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

An employee in this position may be called upon to do any or all of the following essential duties: *(These examples **do not** include **all** duties which the employee may be expected to perform).*

1. Manage program registrations for all the various parks and recreation programs, including creating, preparing and distributing flyers and promotional tools.
2. Attends all Parks and Recreation Commission meetings and takes minutes.
3. Works special events such as Haunted Train Ride, Winter Wonderland, and other events as needed.
4. Maintain records and stats for various parks and recreation programs. Also, maintain updated mailing lists and handle program mailings.
5. Assist with payroll for seasonal employees, i.e. collect and organize payroll sheets from all the various programs and providing them to the Parks Director in a timely manner.
6. Perform reception and counter duties. Receive visitors and telephone calls, answer routine inquiries and complaints referring them to the

- proper authorities as necessary.
7. Type a variety of correspondence and other materials from rough drafts or according to standardized form.
  8. Operate office equipment such as, but not limited to, computer typewriter, calculator, copy machine and fax.
  9. Occasionally drives to deliver or pick up items
  10. Perform related duties as assigned including helping other office employees as necessary.

**Qualifications an KSAS (Knowledge, Skills and Abilities) for Employment:**

All of the following qualifications, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

**Knowledge** of the laws, regulations and policies governing the Parks and Recreation Department.

**Knowledge** of Thomas Township and the surrounding areas in order to research and dispense accurate information to the public.

**Skill** in the operation of a computer, word processor, calculator, typewriter, copier and other standard office equipment.

**Knowledge** of basic office procedures and practices and skill in applying them in performing general counter duties and maintaining records.

**Ability** to perform work accurately and maintain confidentiality regarding Thomas Township information.

**Skill** in establishing and maintaining effective working relationships with Other employees and the general public.

**Ability** to use Excel.

**Ability** to work with numbers to complete job duties #1 and 3.

**Ability** to communicate effectively to complete job duties #1,4,5, and 7.

**Ability** to type 45 WPM.

**Ability** to see well to complete job duties #1-7.

**Ability** to hear well to complete job duties #1,4 and 7.

**Required training** and experience include graduation from high school or equivalent and one year of related experience.

**Valid Michigan State** driver's license and safe driving record required.