

TEMPORARY EMPLOYMENT OPPORTUNITY

Date: 14 July 2020

PARK ATTENDANT (Clerical)

Office Assistant

Functional Title

Stonewall Resort State Park

LOCATION:

One (1)

NUMBER OF POSITIONS:

DUTIES:

Under general supervision, temporary employee will perform assignments requiring the interpretation and application of office policies and practices to specific work situations. Duties may include but are not limited to answering the telephone; greeting the public; making facility reservations; receiving and referring visitor comments, requests and complaints to the superintendent; dispenses information regarding services and procedures of the facility and managing agency, processing invoices for payments; computing and receiving payments for facility use, licenses and souvenirs; writes receipts; routinely types memos and correspondence; maintains a clean, orderly work place; housekeeping of building; cooking during special events; washing dishes; performs related duties as required. May be given certain systemwide projects such as SOP updating or development, employee training and more. May also be used as retail shop clerk.

SPECIAL REQUIREMENTS:

Possess knowledge of office methods and procedures, knowledge of business English, spelling and arithmetic, ability to maintain effective working relationships with other employees and the public, working knowledge of strong knowledge in the use of Microsoft office, ability to learn quickly and to understand and follow oral and written instructions, ability to work without supervision.

DATES OF EMPLOYMENT:

**July 2020 – December
31, 2020**

WAGE RATE:

Negotiable

TO APPLY:

Send completed Application for Temporary Employment to the attention of the superintendent of the above listed recreation area.