



RICHLAND COUNTY RECREATION COMMISSION

COMMUNITY RELATIONS

POSITION SPECIFICATION

Technology Center Administrative Assistant – Part Time

\$11.00 per hour

General Nature of Work:

Under the supervision of the Technology Center Manager, the Administrative Assistant acts as the Technology Center's primary receptionist for the office: greets visitors in a courteous, friendly, and professional manner. This position requires utilization of the computer to perform at some times, heavy data entry. The Administrative Assistant must answer, screen and direct telephone calls while providing superior customer service assistance to walk-ins by the general public. The Administrative Assistant must become familiar with all classes offered by the Technology Center in order to disseminate appropriate information. Able to work a maximum of 29 hours per week.

Essential Job Functions:

Answers phones in a courteous/professional manner;
Assists with projects and programs
Responsible for the collection of payments, calculates money received on a daily basis and completes other financial transactions as required
Data entry and database development and maintenance
Keeping accurate record in the office database
Responsible for maintaining completed patron registration forms and the orientation of agency computer use policy
Maintain accurate class rosters and class registrations
Monitor patrons' computer usage to ensure compliance with agency computer usage policy;
Assist patrons with any Microsoft Office and other computer applications;
Responsible for marketing and promotion of Technology Center classes and programs
Learn any new software being used by the Technology Center
Communicates with various individuals and groups, supervisors, and other employees in order to provide and/or receive information and assistance
Performs activities related to procurement and supply services
Performs routine inventory of software, computer equipment and office supplies
Performs monthly fire extinguisher inspection
Performs any other duties as assigned

Minimum Education & Experience:

An associate's degree and a minimum of two (2) years of experience related to administrative support functions; or any equivalent combination of training which provides the required knowledge, skills and abilities.

Knowledge, Skills & Abilities:

Knowledge of modern standard office practices and procedures

Knowledge of business English, spelling, grammar, and punctuation

Superior customer service skills to include verbal and written communication skills

Ability to follow oral and written instructions

Ability to communicate effectively

Ability to deal tactfully and courteously with the public, other employees, commissioners and elected officials

Ability to proofread written materials

Excellent knowledge of computer applications

Ability to organize and prioritize tasks

Exceptional interpersonal skills

Exceptional organizational skills

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to learn and understand basic to complex principles and techniques

Ability to lift and carry packages that weigh up to 20 pounds

Ability to work under pressure of deadlines

Ability to work accurately in a noisy and stressful environment

Ability to reach and grasp objects

Ability to hear when required to answer phones

Ability to speak English when communicating with co-workers and the public

Ability to use fingers, hands, and wrists

Ability to print or write legibly

Ability to handle stress when working with deadlines

Ability to work regularly scheduled hours with little moderation

Ability to work in confined spaces or small working areas

Ability to sit at a computer terminal for an extended period of time

Ability to differentiate colors and shades of color