

CAMERON PARK COMMUNITY SERVICES DISTRICT
Office Assistant/Receptionist
Administration Department



SALARY:

\$11.03 - \$13.41 Hourly
\$1,911.87 - \$2,324.40 Monthly
\$22,961 - \$27,909 Annually
Plus Benefits

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 18,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&R's), lighting and landscaping assessment district (LLAD), solid waste disposal and recycling.

DEFINITION:

Under the general direction of the General Manager, and direct supervision of the Recreation Supervisor, this position is primarily responsible for greeting the public, program registration for recreation classes and events, accepting Architectural Review applications and assisting with day-to-day office functions. Additional duties may be required as needed, for the Administration, Recreation, Finance, CC&R, Parks Maintenance, and Fire Departments.

DISTINGUISHING CHARACTERISTICS:

The **Office Assistant/Receptionist** is an entry-level position expected to perform a variety of office tasks to provide clerical support for the agency. Responsibilities also involve maintaining office records and files; providing information to customers, program participants, and citizens regarding programs, office services and facility use; answering telephones; preparing or processing forms related to agency activities; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.

SUPERVISION EXERCISED/RECEIVED:

Receives general direction from the General Manager and direct supervision from the Recreation Supervisor. Incumbents in this position do not routinely exercise supervision.

ESSENTIAL DUTIES: *(including, but not limited to, the following)*

Provide office support services in order to ensure efficiency and effectiveness within the Cameron Park Community Services District.

- Greets and assists the public, on the telephone and in person, with local and county information.
- Provides tours and answers questions about the facility and other district-owned properties.

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- Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages.
- Processes incoming and outgoing mail on a daily basis - date stamps and sorts, including mail delivered from the Fire Department. Routes to correct department.
- Monitors and maintains CSD class, program and event information in lobby, Social Room and bulletin boards including, but not limited to, guides, flyers and brochures. Makes copies if necessary.
- Prepares and posts CSD monthly newsletter.
- Monitors and maintains inventory control for office supplies including updated list of "frequently ordered" items.
- Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, social media posting and other administrative support.
- Assists the Recreation Supervisor in creating and developing recreation program components including activity guides, guidelines and procedures. Conducts research regarding assigned areas; drafts reports and other written material; and submits to supervisor for approval.
- Assists Department managers as needed including, preparing agendas and other required tasks.
- Receives tasks and follows through with person who assigns tasks.
- Maintains a professional and confidential work ethic.
- Keeps a clean and organized work area.
- Establishes and meets timelines, is proactive, and shows strong organizational skills.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.
- Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Minimum Education and/or Experience:

A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Office Assistant. A minimum of an associate's degree is required. Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the Knowledge/Abilities/Skills necessary to perform essential duties of the position.)*

Knowledge of:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

Ability to:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

Equal Opportunity Employer

Cameron Park CSD is an Equal Opportunity Employer.

Additional Information

Office Assistant/Receptionist - full time (annual salary range \$22,961 - \$27,909 plus benefits).

For a detailed job description and application please go to:

<http://www.cameronpark.org/about-cpcsd/jobs-cameron-park/>

Applications are available Monday – Friday, 8:00 a.m. - 5:00 p.m. at Cameron Park CSD, 2502 Country Club Drive, Cameron Park, CA 95682.

RESPONSIBLE FOR:

Greeting the public, program registration for recreation classes and events, accepting Architectural Review applications and assisting with day-to-day office functions.

FILING DATE:

Open until filled, first round deadline – **5:00 p.m., Monday, February 13, 2017**. Interviews will be conducted when sufficient applications have been received.

SUBMIT:

- Cover letter
- Resume
 - Completed CSD job application. Applications are available online at www.cameronpark.org/about-cpcsd/jobs-cameron-park/ or at the CSD Office.

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FAX – (530) 677-2201

Email – admim@cameronpark.org

U.S. mail or in person –

Cameron Park CSD
Attention: General Manager
2502 Country Club Drive
Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

Mary Cahill, General Manager

530-677-2231