



JOB OPENING

Troup County Government

Position: Front Desk Clerk (PT)	Dept: Parks & Recreation	Salary: \$ 8.00 - 10.00/Hr
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Performs customer service functions; answers incoming telephone calls; provides assistance and information related to department programs, activities, procedures, forms, fees or other issues; distributes activity schedules, registration forms or other documents; responds to routine questions/complaints, researches problems and initiates problem resolution.

The qualified candidate will have:

- ⇒ Must be at least 18 years of age
- ⇒ High school diploma or GED is preferred
- ⇒ Current, valid driver's license
- ⇒ Excellent verbal, written and interpersonal communication skills
- ⇒ Knowledge of office equipment, procedures and terminology; proficient with personal computer and Microsoft Office, Word, Excel and Outlook
- ⇒ Ability to quickly acquire considerable knowledge of procedures, policies and regulations of assigned position
- ⇒ Ability to communicate clearly and effectively and to interact with county employees and the general public in a professional and courteous manner
- ⇒ Must be self motivated

Essential duties and responsibilities include the following:

- ⇒ Receives money in payment of program/activity fees, deposits or other fees/services; records transactions and issues receipts; forwards revenues as appropriate.
- ⇒ Maintains current schedule of all activities in the recreation center, reserves use of meeting rooms or other facilities by individuals/groups or for scheduled activities; updates and posts activity schedules and room reservation schedules
- ⇒ Registers individuals to participate in recreational programs/classes or utilize recreational facilities; reviews registration forms or applications for use of facilities; collects appropriate fees; assists in creating participant rosters for each activity; maintains records of program registrations
- ⇒ Monitors individuals or organizations using recreation facilities or participating in recreational programs; assists instructors with class setup and participant roster sheets; assists in explaining rules, regulations and policies to program participants, assists in responding to situations involving excessive noise, inappropriate language/actions, disruptive behavior or other problems
- ⇒ Performs facility opening/closing procedures; unlocks recreation center facilities each morning; locks/secures facilities in evening.¶
- ⇒ Assists with daily facility operations; sets up tables, chairs or other equipment for classes/activities; performs sweeping, mopping and general housekeeping tasks to maintain cleanliness of facilities
- ⇒ Generally inspects facilities to ensure timely preparation for scheduled activities; identifies malfunctioning equipment, damage/vandalism, potential safety hazards or other problems; initiates appropriate corrective action or reports problems to supervisory staff
- ⇒ Responds to emergency situations relating to recreation center operations and activities
- ⇒ Performs all other related duties as assigned

Applications will be accepted Until Filled at the Georgia Department of Labor, 1002 Longley Place, LaGrange, GA 30240.

Job #: 03092017 Front Desk Clerk

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Tod Tentler

Tod Tentler, County Manager

Troup County is an Equal Opportunity Employer - Drug Free and Tobacco Free Workplace

