

**INGHAM COUNTY
JOB DESCRIPTION**

RECEPTIONIST/CLERK - PARKS

General Summary

Under the supervision of the Parks Director, answers incoming telephone calls and responds to routine inquiries or transfers to proper staff member. Performs a variety of general clerical support tasks including word processing, data entry, printing, and filing.

Essential Functions

1. Answers all incoming calls and transfers to appropriate staff member or takes messages. Responds to routine inquiries. Receives visitors and directs them to the proper staff member or office location.
2. Receives and processes soil, insect, and plant samples from the general public for testing. Obtains accurate and complete information for each sample, collects appropriate fee, and prepares sample for forwarding to test site. Maintains records for same.
3. Fills requests for information received by mail or in person.
4. Receives and accounts for money and orders office materials and supplies.
5. Performs clerical support tasks for the director such as typing materials, updating files, mailing materials, and sending faxes.
6. Perform other clerical support tasks at the reception desk such as typing correspondence, reports and other documents, stuffing envelopes and assisting with mailings, preparing materials for filing, and related tasks.

Other Functions

7. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: Some experience with a multi-line telephone system.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate multi-line switchboard.
- Ability to enter and retrieve information from a computer.
- Ability to withstand prolonged periods of sitting.

Working Conditions:

Works in office conditions.

