

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.3.2.1 JOB DESCRIPTION – OFFICE ASSISTANT

A. **Position:** An Office Assistant will be employed to help provide receptionist, secretarial and bookkeeping services. The Office Assistant will report to and be directed by the Park Manager

B. Qualifications:

1. A pleasant disposition to work with residents and visitors in the Park office.
2. Ability to use word processing, spreadsheet and Quickbooks computer programs.

C. **Duties:** Work with and assist Park Manager with following office duties.

1. Serve as receptionist at front desk.
2. Provide service to residents at front desk during office hours.
3. Provide secretarial and word processing services for Board Chair, Secretary, and other Trustees in managing their areas of responsibility.
4. Assist Treasurer with bookkeeping entries, issuing checks for approved invoices, preparing reports and other record keeping as requested.
5. Maintain employee records and process payrolls.
6. Assemble material for Newsletter and communicate with publisher.
7. Maintain files regarding properties, owners and residents of District.
8. Issue fobs, maintain fob records and monitor usage.
9. Assist Storage Lot Trustee in rental of spaces, and issue gate codes.
10. Maintain official files of Board minutes.
11. Schedule reservations for activities and maintain records of use and deposits/refunds.
12. Other duties as may be requested by Park manager.

Approved 1/3/17