

**Crisp County Recreation Department  
JOB DESCRIPTION**

**Job Title: Administrative Assistant (Part-Time)**

**Date: 12-1-21**

**Department: Parks & Recreation**

**FLSA:**

**Reports to: Office Manager and Director**

Job Summary: This position is responsible for performing general secretarial, bookkeeping, and administrative duties.

Duties include – Answer multi line phone and answer inquiries about programs & services, run the front counter accepting registration and payment for various programs. Applicant will be trained to enter participant information into online recreation software. Typing, filing and use of general office equipment is preferred. Also responsible for general bookkeeping, accounting of funds, daily z-outs and deposits.

**Minimum Qualifications:**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent,
- Proficient with Microsoft Word, Excel, Windows, etc.
- High School graduate
- Valid Georgia Driver's License