

Recreation Department Office Assistant

City of Tallapoosa Recreation Department Office Assistant

We are in search of an office assistant for the City of Tallapoosa Recreation Department. This is a full-time position. If interested, please apply in person at City Hall, 25 East Alabama Street, Tallapoosa, GA 30176, or email resume to mchandler@tallapoosaga.gov

If you have any questions, please contact the office at 770 574. 2345.

- Assures that the public is greeted in a prompt, warm, and service-oriented manner and the City's standards for customer contact and telephone protocol are met.
- Customer service activities include, but are not limited to, processing complaints from concerned citizens, receipting various monies and payments, processing various applications and permits, and providing general front counter assistance and telephone call coverage for the Parks & Recreation department.
- Primary manager of daily revenue from rentals, registrations, fees, and miscellaneous income as specified by the recreation department director.
- Maintain extensive filing systems; assist with department budget preparation and control; prepare requisitions and purchase orders and order office supplies as needed.
- Processing, typing, editing, and formatting reports and documents. Filing documents, as well as entering data and maintaining databases (registrations).
- Excellent attention to detail. Ability to multitask effectively. Strong written and verbal communication skills. Ability to perform repetitive tasks with a high degree of accuracy. Comfortable working independently with minimal supervision.

Education and Experience

EDUCATION and/or EXPERIENCE: High School graduate or have a GED; have taken a business or other related courses; have at least two (2) years of responsible clerical experience involving public contact; or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position.

The City of Tallapoosa is an equal opportunity employer.