



CLASSIFICATION	5
RANGE	\$26,620 - \$39,930
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

## Maintenance and Recreation Secretary

### Job Summary:

The Maintenance and Recreation Secretary performs a variety of administrative, clerical and general office tasks for Botetourt County's Maintenance and Recreation Departments.

### Key Responsibilities/Essential Functions:

- Promotes the vision, mission and values of Botetourt County
- Responsible for answering the telephone; typing; scheduling appointments; processing mail; greeting visitors; maintaining computer files; preparing and organizing correspondence, messages handouts and forms; and ordering supplies.
- Responsible for overseeing the general care, maintenance and operation of office machines and equipment.
- Disseminates Recreation Department information to the public and responds to inquiries.
- Responsible for administration of facilities maintenance software ticket requests for service.
- Responsible for processing Maintenance and Recreation departmental bills and invoices.
- Coordinates with National Alliance for Youth Sports regarding coaches, officials and parents' matters, including organization and submittal of NAYS-related fees.
- Responsible for receiving and processing recreation-related activity fees and submitting them to the County Treasurer's Office.
- Performs other related duties as assigned.

### Job Requirements:

- High School Diploma or GED equivalent required. Supplemental college course work related to position preferred.
- Minimum of 2 years clerical or secretarial experience.
- Excellent verbal and written communication skills for positively interacting with the public and County staff.
- Detail oriented, customer service orientation and excellent interpersonal skills.
- Proficiency with Microsoft Office Suite, personal computers and general office equipment and machines. Must possess good working knowledge of office procedures, methods, equipment and software applications including remote communications and telework
- Maintain confidentiality while working with highly sensitive information.
- Time management skills in order to effectively and efficiently meet required deadlines.
- Organized with the ability to establish and maintain files and records.

### Physical Demands/Special Work Environment:

- Constantly operates a computer, other office equipment. These tasks involve movement such as picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Worker must able to remain at work station in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with colleagues, County staff, general public and other organizations who need information on recreations-related activities. Must be able to exchange accurate information in these situations.

**Reports to: Director of Maintenance and Director of Recreation**

**Supervisory Responsibility: None**

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date