



## J O B   P O S T I N G

**Date Posted: August 16, 2010**

**Department: Parks, Recreation & Cemeteries**

**Expiration Date: August 23, 2010**

**Pay Grade: Part-time 03**

**Title: Clerk Typist**

**Salary: \$10.07/hour**

From Monday, August 16, 2010 through Monday, August 23, 2010, the Manager's Office will be accepting applications for the position of Clerk Typist in our Parks/Recreation/Cemeteries Department.

Under the supervision of the Recreation Coordinator, the Clerk Typist performs clerical tasks as assigned to support the parks and recreation programs. Duties and responsibilities include typing letters and correspondence, answering the telephone, responding to inquiries, maintaining files, and assisting in planning events as directed.

This is a part-time position, working up to 20 hours per week. Candidate must possess excellent computer skills including proficiency in Microsoft Word, Excel, and Outlook. Excellent communication skills, including the ability to communicate effectively with the public is also required, as well as the ability to handle cash transactions. Flexibility in work scheduling is required.

Qualified candidates may apply for the position by submitting an application and/or resume to the Manager's Office by **5:00 p.m. on Monday, August 23, 2010.**

Delta Township is an Equal Opportunity Employer