

new

JOB DESCRIPTION: Part Time Employee

GENERAL FACILITY ASSISTANT

DEPARTMENT: Civic Center

POSITION SUMMARY:

This is a part time position within Morton County for above department. Employee will responsible for general functioning and organization of office/facility duties within this department. Hours may vary according to events, must be willing to work some nights, weekends and holidays.

ESSENTIAL DUTIES:

1. Answering phones
2. Maintaining front desk in director's absence
3. Making appointments/booking events
4. Computer skills and knowledge of the software used in office applications
5. Basic knowledge of using copier, printers
6. Setting up laptop computer and LCD projector for presentations
7. Filing
8. Community relations
9. Meeting and greeting the public
10. Collecting fees and keep records of collections
11. Keeping confidential and sensitive info
12. Assist with room set up for Civic Center reservations
13. Ensure sound system is ready for functions
14. All other duties assigned
15. Will need to help with cleaning of the facility when needed

QUALIFICATIONS:

Must have ability to perform essential job functions

Must have current Kansas driver's license or ability to get to work on time

Must be able to prioritize job assignments

Good interpersonal skills

Dependability