



**Winnebago County
Forest Preserve District
5500 Northrock Drive
Rockford, IL. 61103
Phone: 815-877-6100/Fax: 815-877-6124**

Part-time Administrative Assistant

SALARY: \$14.30 PER HOUR

HOURS: 12:30 - 5:00 P.M. (MONDAY THROUGH FRIDAY)

SUMMARY OF RESPONSIBILITIES:

- Performs administrative secretarial duties including: word processing, memos, letters, correspondence, and reports for the Directors and Management Team.
- Interpret departmental processes and procedures, answering questions from the general public
- Composes/customizes/revises departmental communication materials; reviews materials for accuracy, completeness and/or procedural compliance.
- Update information on WCFPD website and respond to questions posted on the website.
- Sells golf passes and certificates, shelterhouse reservations, geocaching, fly field and metal detector permits.
- Balance monies received from Camping, Shelterhouse, Golf and other Forest Preserve related recreational services.
- Assists the Directors and Management Team in the preparation of monthly reports, financial statements, and other documents.
- Answer phones and assists with public inquiries.
- Prioritizes work assignments and duties as assigned.

EDUCATION and EXPERIENCE REQUIREMENTS:

- Combination of education and work experience equivalent to graduation from an accredited two-year college with major course work in public or business administration, and five (5) years of related administrative/secretarial experience, or any combination of education and experience.
- Excellent verbal and written communication skills.
- Ability to work independently on delegated administrative tasks.
- Proficiency in MS Word, MS Excel and MS Outlook with ability to learn new software programs.
- Ability to recognize and analyze problem areas and recommend strategy for improvement.
- Team player attitude is essential; must establish and maintain cohesive working relationships with department heads, staff, and the general public.

Please visit www.wcfpd.org for application form or come to the Winnebago County Forest Preserve office at 5500 Northrock Drive.

Posted: 09/11/2014

Expires: 09/19/2014