



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Parks and Recreation Senior Department Specialist  
Department: Parks  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: July 1, 2013  
Last Revised: July 1, 2020  
Pay Grade: A12  
Union: AFSCME

#### SUMMARY

Performs specialized clerical duties to maintain and process records and forms in direct support of Parks programs; answers varied questions regarding departmental policies, procedures and services; does related work as required. An employee in this classification performs specialized clerical functions. Incumbent will perform clerical functions requiring a specific training and knowledge of the departmental operations, policies, procedures, terminology and governing laws. An employee in this classification will be required to utilize discretion and judgment in the application of departmental guidelines and governing laws and regulations to perform assigned tasks. Work is performed under supervision with little or no instruction as to manner of performance.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Organizes files and catalogs materials related to Parks program operations.
2. Maintains accounts payable which includes reviewing invoices, coding and compiling support data and preparing/reviewing payment. Includes processing host stipends.
3. Maintains accounts receivables which includes billing preparing receipts, posting to proper accounts, monitoring incoming funds, preparing periodic statements. Receipts money and deposits.
4. Maintains various internal account processes. Gathers data, posts, sorts, checks and maintains records. Produces Coding Sheets, Journal Vouchers and Reports as necessary. Includes data entry from day use envelopes.
5. Operates computer to access/update various files and programs; runs/prepares a variety of departmental reports.
6. Types forms, letters, memos, reports and file cards; makes copies.
7. Records information on various forms and documents; assembles or compiles a variety of data from various records for incorporation into reports.

8. Provides assistance to, and gathers information from, the general public in completing and processing required forms and/or to complete department-related functions.
9. Answers questions and composes correspondence regarding departmental policies, procedures and services.
10. Handles complaints from citizens by identifying questions or problems and offering assistance.
11. Maintains cemetery files utilizing legal knowledge of deeds and death certificates; maintains critical mapping of internments, appropriately dealing with the bereaved; researches necessary information.
12. Processes time sheets for seasonal employees.
13. Assists with processing necessary requests for facility and camping reservations, including but not limited to making reservations, cancellations, early departures, and reservation modifications
14. Researches, prepares and submits grant applications and administers grants received.
15. Coordinates the parks volunteer program, including organizing volunteer days and recruiting volunteers.
16. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties. Provides training and oversight to seasonal office staff as assigned.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of different filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; general office practices and procedures; and recordkeeping is required. Must possess considerable knowledge of Park Operations, policies, terminology and governing laws. Must possess excellent public relations skills; the ability to remain calm, professional and friendly in adverse situations; and the ability to multi-task at a high level and maintain a professional demeanor while handling constant interruptions. Must have advanced level of proficiency with the following software programs including: Microsoft Word, Excel, Publisher, and Power point. Must be able to type at a minimum of 55 WPM.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency and three (3) years related experience, preferably including experience and/or training specific to Parks operations; or any satisfactory combination of experience and training which demonstrate the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

The most common consequence of error would involve financial loss due to improper processing of billings and payments and/or maintenance of records, possible litigation, and/or public embarrassment. This position handles crucial cemetery records and filings with both the County and the State on the interred; therefore, increased potential for liability exists, requiring substantial knowledge and experience in cemetery operations.

#### TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around the interpretation and application of governing laws and regulations in responding to questions from the general public or in completing assignments; and in dealing tactfully and appropriately with the public and/or clients who may be irate or difficult.

#### JOB CONTACTS

This position has intensive contact with the general public; other agencies, including social service, state and federal agencies; and with other county departments.

### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### OTHER SKILLS AND ABILITIES

Ability to organize, file, and retrieve materials and documents; deal courteously and tactfully with the general public; make moderately complex mathematical computations and tabulations with speed and accuracy; establish priorities and organize own workload; retrieve data from records, keep and arrange data for statistical and other reporting purposes; research problems, determine source of error and correct; understand governing regulations of assigned function; use independent judgment in making decisions within prescribed policies and procedures; and maintain confidentiality.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Oregon Driver's license; history of safe driving record. Must be able to pass the State of Oregon Cemetery Board requirements annually or bi-annually. Additional certifications may include the following as assigned: Historical Cemetery Preservation, Dealing with Unfunded Historic Cemeteries, ORMS – Active Outdoor, Myclientline.net, Statewide Financial Management Services.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Most work is performed in an office environment primarily in a sedentary setting. However, some lifting and carrying of boxes containing records is performed and incumbents may be exposed to a wide variety of individuals in varying states of emotional and mental stability often in a confined area. Some walking from office to other departments is performed. Position is impacted by urgent time deadlines, heavy or uncontrollable work flow, uncontrollable interruptions and distractions and need to constantly shift attention caused by mandated deadlines for performing certain steps and inability to predict or control work load; need to make quick decisions and need for extreme accuracy and attention to detail to avoid mistakes that could result in legal action against the department and/or county and repetitiveness caused by standardization of forms and formats.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

| Check if required for essential job function | Activity                       | Never 0%  | Occasionally 1-33%                  | Frequently 34-66%                   | Continuous 67-100%                  |
|--|--------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/>          | Standing                       | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Sitting - 1/2 hour plus        | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Moving about work area         | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Bending forward                | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Stoop position - 1 minute plus | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Climbing stairs - 1 floor      | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Crawling - hands & knees       | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Reaching overhead              | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Lifting strength               | <b># of pounds = 25 lbs</b>   |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Lifting                        | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Patient Lifting                | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Lifting Overhead               | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Moving carts, etc.             | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Carry items                    | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Dexterity/Coordination         | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Keyboard Operation             | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>                     | Rapid-mental/hand/eye coord.   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Operation of motor vehicle     | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Speech, Vision &amp; Hearing</b>          |                                |   |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Distinguish colors             | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> |                                     |                                     |                                     |
| <input type="checkbox"/>                     | Distinguish shades             | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Depth perception               | Describe:   |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Ability to hear                | Normal Speech Level: Telephone, in person, recordings                 |                                     |                                     |                                     |
| <input type="checkbox"/>                     | Other Spec. Hearing Req.       | Describe:   |                                     |                                     |                                     |
| <b>Exposure - Environmental Factors</b>      |                                |   |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Heat                           | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Cold                           | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Humidity                       | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Wet Area/Slippery              | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Noise                          | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Dust                           | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Smoke                          | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Vibration                      | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Chemical Solutions             | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Uneven Area                    | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Ladder/Scaffold                | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Ionization                     | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Radiation                      | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Body Fluids                    | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |