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COUNTY OF SURRY

County of Surry
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RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a part-time temporary **Recreation Assistant** to work in the Surry County Parks and Recreation Department. An employee in this position will perform a variety of clerical, secretarial, and public contact duties including daily telephone and person-to-person interaction. The number of hours worked will vary as needed, with a maximum of 20 hours per week or 1,000 hours a year.

Duties include: greeting the public, answering phones, scheduling reservations for Fisher River Park, assisting office staff in all duties as requested, collecting user fees and balances, making deposits, assisting in filing departmental and historical records and safety documentation. Other duties as required. Must be available to work late evenings, weekends, and holidays during special events.

Job Requirements: This position requires graduation from high school or equivalent with knowledge of standard office procedures. Applicant should have the ability to type accurately at a moderate rate of speed, have working knowledge of Microsoft Office, and possess working knowledge of office practices, procedures, and machines. Applicants should have the ability to communicate effectively, written and orally; the ability to deal tactfully with the public; and have good organizational skills.

SALARY RANGE: \$10.20/HOUR

Applications will be taken at NC Works Career Center, 541 W. Pine Street, Mount Airy, NC (336-786-4169), by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

SURRY COUNTY IS AN EEO EMPLOYER AND DRUG FREE WORKPLACE

Date Posted: August 17, 2021
Date Closed: Open until filled