

**POSITION DESCRIPTION
DARKE COUNTY AGRICULTURAL SOCIETY
800 SWEITZER STREET
GREENVILLE OH 45331**

Class Title: Office Worker	Job Code Number: N/A
Department: Fair Manager Office	Hourly Pay Range: \$8.15 to \$9.45
Employee Benefits: None	Status: Seasonal – Full Time/Agriculture
Date: 2017	Location: Greenville OH

GENERAL PURPOSE:

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, computer data input and bookkeeping.

SUPERVISION RECEIVED:

Works under the general supervision of the Fair Manager, according to an established work routine.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works in conjunction with the Fair Manager and the Office Manager. Maintains office forms and procedures, and assists with administrative tasks involving all aspects of operating the annual fair and all non-fair events.

Answers telephone calls and mobile radio (fair time).

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Serves as cashier including receipting of payments and posting monies to appropriate accounts.

Operates computer and office machines as required.

Receives, stamps and distributes incoming mail, processes outgoing mail;

PERIPHERAL DUTIES:

Provides backup to related positions;

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and
- B. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of computers and electronic data processing (QuickBooks Pro 2015); working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- B. Skill in operation of general office equipment.
- C. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT USED:

Phone; mainframe computer terminal; personal computer; copy machine; postage machine; fax machine; base radio (Fair time); 10-key calculator.

OFFICE HOUR GUIDLINE/EXAMPLE:

- May: Monday-Friday 8am to 4pm – 2 days per week
- June: Monday-Friday 8am to 4pm – 3 days per week
- July: Monday-Friday 8am to 4pm – 3 days per week
- August: Monday-Friday 8am to 4pm – 5 days per week
- September: Monday-Friday 8am to 4pm – 5 days per week
 - During the annual Fair, the hours are to be determined

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy. During the months of July and August, the work environment is stressful.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Employer has an active Substance Abuse Policy.

Approval: _____ **Approval:** _____
Supervisor **Appointing Authority**

Effective Date: **Revision History:**