

# VALLEY-WIDE RECREATION AND PARK DISTRICT

## Job Title- Front Desk Receptionist – Bilingual (Spanish Speaking Preferred)

Pay Range: \$13 - \$14 per hour (Based on qualifications)

Part-Time Position

Apply in person by filling out and submitting an employment application at:  
Valley-Wide District Office, 901 W. Esplanade Ave., San Jacinto, CA 92582

The Receptionist is the District's first contact with the public. The Receptionist is responsible for answering the District's phones and greeting customers.

### Distinguishing Characteristics

This is an entry level clerical position. This class is distinguished from an administrative assistant by the performance of more routine clerical tasks and duties and very little if any administrative duties. Since this class is typically an entry-level class, employees may have only limited work experience or no prior related experience.

### Supervision received and exercised:

Receives immediate supervision from higher-level administrative staff and Special Projects Supervisor.

### Essential functions: –Responsibilities and duties may include, but are not limited to the following:

Answers District phones

Greets the public

Assists customers with basic information about the District and its programs

Takes payments for rentals, registrations and administrative fees

Receipt income

Data entry

Mail sorting and bill coding

### Qualifications:

Knowledge of Multi-line phone system, copy/fax machine and related office equipment, basic word processing and data entry programs, District programs and services.

### Ability to:

Communicate effectively, both verbally and in written form

Spelling and proper use of English

Communicate in Spanish verbally (Preferred)

Work as part of a team

**Experience and Training Guidelines** – Any combination of experience and training that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

### Experience:

One (1) year experience working with the public

### Training:

Equivalent to the completion of the twelfth grade

### License or Certificate

Possession of a valid California driver's license

### Working Conditions:

Office environment

### Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for some lifting

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.