



Job Posting – Parks & Recreation Clerk

Pay Range:

\$18.00-\$20.00 per hour depending on experience. In office, 40 hours a week, Monday-Friday.

Benefits:

The City of Berkley offers a competitive benefit package including low deductible, no premium medical insurance, dental and vision, paid time off, short term and long-term disability, life insurance, and a generous 401 (a) match.

Duties:

- Provide customer service to the public by answering phones, providing general information and directing calls/visitors to the appropriate party.
- Prepares forms, reports, memos, receipts, vouchers, permits and other similar documents and/or materials. Maintains files, schedules, records, and other related information.
- Bookkeeping activities such as posting, reconciling statements, balancing ledgers, tracking and assembling payroll information.
- Collects fees, receives payments, processes refunds and assists in processing various permits, applications and facility rentals.
- Orders and maintains office supplies and Parks & Recreation equipment.
- Assist with special events including setup, execution, and clean up; ability to work occasional evenings, weekends, and holidays for special events.
- Other duties as assigned.

Requirements:

- Must possess a high school diploma or equivalent (G.E.D).
- Must be at least 18 years of age at the time of application.
- 1-2 years' experience as a clerk, secretary, or office assistant, preferably in a municipal or office setting. Vocational training in bookkeeping, records management, or office administration a plus.
- Considerable knowledge and expertise in the use of personal computers, including word processing, database, and spreadsheet software. Experience using BS&A billing software preferred.
- Courteous and positive attitude in dealing with members of the public and employees.
- Ability to read, write and speak English.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov . Applications must be submitted via email. This position is open until filled.

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.