

## Posting for Playground Secretary

Assists the department in general office procedures, especially summer playground.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Registers participants for class.

Collects registration fees.

Issues permits and records income.

Acts as a receptionist.

Answers phones and takes messages.

Must be able to deal with the general public.

### **Education and/or Experience**

One-year certificate from college or technical school; or three to six months related experience and /or training; or equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

Typing skills and use of computer programs such as Microsoft Word, Excel, and Access.

### **Hours:**

Monday-Friday 8:00 am – 4:30 pm June-August, 18.75- 37.5 hrs/wk, 8 weeks, 2 positions

### **Payrate:**

\$10.10/hr.

Interview and Orientation required.

Submit application and resume to Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 by April 9. EOE

