



EMPLOYMENT OPPORTUNITY

RECREATION ASSISTANT

MARSHALL WHITE CENTER – RECREATION DIVISION

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

Rate of Pay: \$11.00 per hour

Work Hours: 20-25 hours per week. Marshall White Center schedule is Monday through Friday, 4:30 a.m. to 8:30 p.m.

Employment Standards: One-year comparable experience; strong skills in public relations; training equivalent to completion of the twelfth grade; interpersonal relationships; planning and organization; oral and written communications, and proficient punctuation and grammatical skills; ability to type 40 wpm desired; must have own transportation; experience in using Microsoft Word, Excel and Publisher. Ability to speak Spanish preferred.

Essential Functions: Under general supervision, perform a wide variety of moderately difficult clerical and receptionists tasks; assist Recreation Division secretary in taking participant program registrations, information dissemination, typing, filing, receptionist and other general office functions; interact with the public in person and over the telephone to take program registrations and generally assist the public; operates a cash register; makes daily bank deposits; maintain records; type forms, reports and correspondence, and prepare reports; proofread material; maintain file system; may assist with special projects when required. Performs related work as required at the Marshall White Center. Light cleaning of facility may be required

Education Requirement: Successful applicant **MUST** submit a copy of his/her high school diploma or GED **BEFORE** appointment.

Criminal History Check: Successful applicant must pass background check.

MVR Report: Driver License Report (MVR) will be obtained by the Human Resources Division if applicable.

Application Procedure: On-line applications will be accepted at www.ogdencity.com until Friday, June 26, 2020. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest-ranking applicants may be invited for a personal interview.

**We Are a Drug Free Workplace
AA/EOE/ADAAA
June 3, 2020**