



**The Town of Munster Parks and Recreation department has an immediate opening  
for a part-time office clerk position.**

Position Opening: **Office Clerk** (reports to Superintendent of Recreation)

Salary: \$15.00/hour

The purpose of this position is to provide clerical and customer service support. The work performed is under the direction of the Superintendent of Recreation. The position is expected to work a 20-25 hour work week and may require evenings and/or weekends based upon Town and department need for seasonal special events or activities. However, most of the time, hours will be during the time frame of Monday-Friday between 8am-5pm.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets, screens, assists, and directs callers and visitors; provides information and excellent customer service; routes callers to appropriate personnel; takes and relays messages; schedules appointments.
- Composes, types, and edits a variety of correspondence, reports, and other materials. Compiles data and prepares records as directed.
- Reviews, approves, provides information, and customer service about Centennial Park parking system to all inquiries with guidance from full time staff; communicates with parking contractor to ensure issues are dealt with in a timely manner; acts as a custodian for parking reports and provides a monthly summary of parking details.
- Assist with all duties and responsibilities of the parks and recreation customer service desk as needed.
- Assist with town special events as assigned.
- Perform other duties and functions as directed to maximize the activities and functions of the department.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent and training in administrative assistance or related field including from recreational activity providers.
- Six months of administrative assistance experience, or any combination of education and related experience.

Full job description available upon request. The Town of Munster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Interested applicants should email their resume to: Jill Higgins, Superintendent of Recreation [jhiggins@munster.org](mailto:jhiggins@munster.org). Town of Munster employment applications should also be submitted and are available at the Munster Town Hall Parks and Recreation office or can be downloaded from the Town website at [www.munster.org](http://www.munster.org) on the current employment opportunities page.