

We are searching for a part-time clerk-receptionist to work at Smithville Park. Hours are Tuesday through Friday, 9AM-4:30PM. If interested, contact the Parks Office at 609-265-5858 or email application to [parks@co.burlington.nj.us](mailto:parks@co.burlington.nj.us)

Application: <http://www.co.burlington.nj.us/DocumentCenter/View/4676/Civilian-Employment-Application>

**Clerk/Receptionist:**

Burlington County Parks' Office is located in Historic Smithville Park as is the Parks System's Visitor Center. The Clerk-receptionist will be stationed in one or both of these locations.

Responsibilities will include:

- Greeting visitors
- Answering phone calls
- Sorting mail
- Answering basic questions about the Parks System, special events and facilities
- Taking accurate messages and transferring phone calls
- Updating internal programs and events calendar
- Checking, forwarding or answering office email and voicemail
- Maintaining outreach information
- Preparing outreach packets for special events
- Keeping inventory of office supplies

The Clerk-receptionist may be required to perform additional office related functions and may be required to work additional hours to accommodate special events and programs.

Hours will be Tuesday through Friday, 9AM-4:30PM. May occasionally be required to assist with special events or attend Parks System programs. Hourly rate: \$14.24 / hour.