

Supplemental Job Responsibilities for Administrative Assistant Position

- Provide support for daily registration need at the department's Administrative Offices.
 - Assist participants registering online with any issues they may have through email correspondences.
 - Process refunds from participant and staff requests
 - Provide support in the collection of payments from past due bills and rejected payments
 - Process and monitor monthly installment billings for various programs
- Develop training material and schedule meetings with department staff on a regular basis to provide additional support on our registration system
- Serve as a liaison between the department and the registration software vendor
- Submit and audit daily deposits received from multiple locations that include cash, checks and credit card receipts.
- Approve, register and monitor the departments fee waiver program
- Aide in report creation for management team and Recreation Commission
- Support the Administrative Office's Front Desk
- Work with Finance Coordinator on Program Budgets and monitor program fees within our registration system.

Additionally Skillsets (Preferred but not required)

- Customer Support Experience
- Fluent in Spanish
- Strong communication skills
- Ability to work and succeed in team settings
- Proficient in Microsoft Office
- Basic knowledge of HTML/CSS

Supplemental Questions:

1. List in rank order the top three behaviors and/or individual qualities necessary to be successful as the Head Registrar for the Department of Recreation, Park, Historic and Cultural Affairs. Describe why you selected these as your top three and which one you feel the weakest at and why?
2. What do you hope to gain personally and professionally if you are selected for this position?