

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

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 February 28. EOE

