



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **February 6, 2025**

Date Listing Will Close: **February 13, 2025 at 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:
Class Specification: **Community Center – Clerical Support**

Location /Department: **Civic/Community Center**

Salary: **\$15.40 Hr.**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

E.O.E. and A.D.A.

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION

JOB TITLE: Clerical Support

DEPARTMENT: Civic/Community Center

FLSA STAUS: non-exempt

REPORTS TO: Director

POSITION CODE: 8810

MAINTENANCE REVIEW DATE:

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this position. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this description. Nothing within this job description restricts management's right to assign or reassign job related responsibilities and tasks at any time. Certain functions are understood to be essential. These include, but are not limited to: maintaining confidentiality of all records; ability to adapt and function under daily stressful situations; exceptional organizational skills; regular and daily attendance; the ability to work in a fast-paced and diverse environment and the ability to effectively prioritize constantly shifting responsibilities; and the ability to work well with all other staff members. Any essential function of this job will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: To provide clerical support to the Civic/Community Center Director; this is a fulltime position working 40 hours per week.

ESSENTIAL JOB FUNCTIONS:

- Drafts and types departmental correspondence, confidential materials, and various reports.
- Responsible for answering telephone calls, determining nature of business, and directing individuals to appropriate staff.
- Plan appointments, meetings, and events.
- Maintain calendars, files, and databases.
- Create reports, presentations, and other documents.
- Oversee office supplies and equipment, and order new supplies.
- Assist executives and staff with project tasks.
- Operates office equipment such as personal computer and scanner, copy machine, and telephone system.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard office practices and procedures.
- Strong organizational skills and computer skills including, but not limited to, Word and Excel.
- Ability to maintain confidential information.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact effectively with employees within the department, other county departments, outside agencies and professionals, and/or the general public.
- Ability to organize, coordinate, and carry out job responsibilities with little assistance and supervision.

EDUCATION/EXPERIENCE:

Graduation from a standard four-year high school or equivalent (GED) with at least 3 years of experience in work related to the above-described duties preferred.

Salary: \$15.40 hourly

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		X
Work involves the operation of earth-moving equipment or commercial motor vehicles		X
Work involves the operation of non-commercial motor vehicles		X
Work involves the operation of tools such as axes, shovels, sling blades, etc.		X
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers or tractors		X
Work involves climbing or running		X
Work involves stooping, bending, twisting, or reaching out in unusual positions	X	
Work above ground or floor level, such as on stools or ladders		X
Work in a relatively high average temperature over a long period of time		X
Work involves considerable physical exertion of the whole body over a long period of time		X
Work requires near vision (20 inches or less)	X	
Work requires distance vision (20 feet or more)		X
Work involves the detection of color differences	X	
Work involves determination of the correct location of a sound, such as footsteps		X
Work involves hearing and understanding conversations or sounds	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job.

	YES	NO
Outdoor Weather Conditions		X
Wet, Humid Conditions (non-weather)		X
Work Near Moving Mechanical Parts		X
Work in High, Precarious Places		X
Fumes or Dust		X
Toxic or Caustic Chemicals		X
Extreme Heat (non-weather over 90° F.)		X
Low Noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawnmowers)		X
Loud Noise (e.g., jackhammer, heavy motorized equipment)		X