



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: **January 18, 2023**

Date Listing Will Close: **January 25, 2023 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Secretary**

Location /Department: **Parks and Recreation**

Salary: **\$16.00- \$17.10 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South 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: Secretary

DEPARTMENT: Parks and Recreation

FLSA STATUS: Non Exempt

REPORTS TO: Parks and Recreation Director

JOB CODE: 8810

MAINTENANCE REVIEW DATE: January 18, 2023

CLOSING DATE: January 25, 2023

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class 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 SUMMARY: This is skilled work consisting of a variety of good clerical and typing tasks; responsible for the preparation of reports and correspondence; setting up and maintaining files and records and performing miscellaneous related duties such as minor purchasing and scheduling park facilities.

JOB DUTIES AND RESPONSIBILITIES: The following are intended only as illustrations of the various duties assigned to this classification. The absence of specific statements of duties does not exclude those tasks from the position of the work if similar or a logical assignment of the position: Types and proofs correspondence and reports; answers telephone and assists callers; acts as receptionist when called upon; copies, sorts, binds, labels, mails various reports and correspondence; purchases materials; operates calculator or other office equipment; serves as receiving clerk for the department; sets up and maintains a good filing system, as well as, other various and sundry duties not specifically described herein.

QUALIFICATIONS: Must have good knowledge of all related safety procedures; must be able to follow written and verbal instructions; must have good knowledge of all office procedures, equipment and office terminology; good typing skills required; must have good filing and bookkeeping skills; must be able to work in harmony with the public and other county employees.

EDUCATION/EXPERIENCE: Graduate from a standard High School or GED desired. One (1) to two (2) years of successful, full-time paid employment related to the above duties.

SALARY RANGE: \$16.00- \$17.10 per hour

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		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

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