



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Clerk
DEPARTMENT: Golf Course
RATE CLASS: Hourly Employee - Full Time
REPORTS TO: Golf Course Director
SHIFT: Monday through Friday – 8 a.m. to 5 p.m. However, occasional overtime may be required.

EDUCATION: High School Diploma or GED required, some college course work is preferred. Must have a Texas C Driver's License

SPECIAL SKILLS: Must possess a demonstrated ability to be dependable, organized, flexible, service- oriented and function effectively in a fast-paced environment. The incumbent should be able to type a minimum of 25 words per minute with an emphasis on accuracy. Must be 18 years of age or older due to alcohol sales. Bilingual preferred.

DUTIES & RESPOSIBILITIES:

- Assist the Golf Course Director or other city employees in preparing departmental budgets, correspondence, contracts and purchase requisitions.
- Use Computer software and follow departmental procedures while accurately reserving community houses and golf facilities.
- Coordinate and assist in the development, implementation and monitoring of the department budget.
- Perform research and analysis; monthly performance reporting, calculate and analyze data to be used in periodic facility monthly reports.
- Coordinate invoices and check requisitions, assigns account code and submits for payment.
- Receive calls and visitors as well as provide information externally and internally.
- Provide administrative secretarial support to the Golf Course Director. Creates and maintains accurate and efficient filing systems.
- Compose and prepare letters to members, customers and citizens, as well as other office memorandums related to assigned special projects.
- Assist with the daily money bank drops.
- Run cash register, count money
- Maintain clean Pro Shop
- Answer Phones
- Pull out Golf Carts
- Perform other related duties as assigned
- Able to make typical decisions: Position requires independent judgment on work priorities and deciding how issues should be addressed and resolved; formulates procedures and develops strategy for implementation. The incumbent must identify and correct administrative problems while meeting deadlines and providing accurate service.

OTHER DUTIES:

This job description is intended to describe the general nature of work performed by the Clerk and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: The incumbent for this position must maintain a neat, professional appearance at all times, must be able to lift supplies weighing up to 35 pounds and successfully complete a physical examination and drug testing given by a physician designated by the City of Freeport.

Mental: The incumbent for this position must possess an ability to work well with others, as well as the public in a busy office setting.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date