City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parks and Recreation Clerk</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PRCK</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AF09</td>
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<tr>
<td>Date Revised:</td>
<td>12/14/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for overseeing the collection of golf course revenues for Meadowbrook and Executive golf courses while also maintaining daily cash records and making daily cash deposits for each golf course.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Oversees collection of fees, maintains daily cash records and makes daily cash deposits.
- Prepares financial and other reports regarding the operation of golf courses; monitors and analyzes related reports.
- Implements cash and systems controls to ensure the safekeeping of assets.
- Prepares, reviews, and processes purchase requests and purchase orders on the IFAS system.
- Prepares budget recommendations for personnel, materials and golf shop equipment.
- Processes timecards verifying hours worked and enter onto time sheets; enters time sheet data into payroll system.
- Assists in the training of staff, customer service and cashier duties as needed.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and six months to one year related experience and/or training.

**Certificates, Licenses, Registrations:**

To perform this job successfully, an individual should have knowledge of Microsoft Office products as well as golf software, timekeeper software and purchase request/order software. Ability to perform various administrative tasks including typing at 40 wpm net of error; alpha numeric data entry at 100 kpm net of error; and 10-key data entry at 145 kpm net of error.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.