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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

**POSITION TITLE:** VIC Receptionist  
**DEPARTMENT:** Parks and Recreation  
**RATE CLASS:** Hourly Employee - Part Time  
**REPORTS TO:** Parks and Recreation Director, Recreation Supervisor  
**SHIFT:** Monday through Friday – 8 a.m. to 5 p.m. up to 19 hours per week.

**EDUCATION:** High School Diploma or GED.

**SPECIAL SKILLS:**

- Must have excellent interpersonal and organizational skills
- Valid Texas Drivers License required
- Knowledge of computer operations and relevant software (Microsoft Office, Quicken, and other programs)
- Ability to type 30 words per minute with an emphasis on accuracy

**DUTIES & RESPONSIBILITIES:**

- Ability to file and organize Community Service and Probation paperwork
- Ability to answer the telephone in a friendly and professional manner;
- Ability to use computer software and follow departmental procedures
- Ability to file and organize departmental documents
- Ability to assist visitors with information as requested
- Ability to perform office custodial tasks as needed
- Must also be a self-starting individual, a quick learner who can follow instructions and use initiative when required
- Must be able to prioritize a multitude of special and routine tasks, while completing all tasks in a timely manner.
- Must possess a demonstrated ability to be dependable, organized, flexible, service-oriented and function effectively
- Other Duties as assigned by Supervision

**OTHER DUTIES:** This job description is intended to describe the general nature of work performed by the VIC Receptionist 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: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts.

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.

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Employee Signature

Date