



## **JOB ANNOUNCEMENT**

### **The City of Kingston is currently seeking applications for the position of Parks and Recreation Part-Time Office Clerk**

Position Purpose: Serving under the direction of the Parks and Recreation Director, the successful candidate will be responsible for providing assistance to the general public of the City of Kingston. In addition, the position may entail other duties assigned by the Parks and Recreation Director or City Manager.

Essential Elements: This position involves a variety of tasks such as cleaning, setting up and scheduling for events or parties, and taking phone calls. The successful candidate must have a flexible schedule and will be required to work weekends. Candidate must be able to understand and follow verbal and written instructions and work independently. Candidate must be dependable and self-motivated with a high-quality work ethic with great attention to detail.

Principal Accountabilities: Must be dependable while displaying a willing attitude to learn and take on new tasks. Must have excellent communication skills, work effectively with the public and other employees in a teamwork environment and must be able to follow all safety practices, policies and procedures.

**Applications are available online at <https://kingstontn.gov/personnel-hiring-etc/> and at Kingston City Hall located at 900 Waterford Place Kingston, TN 37763. Please submit applications and resumes to the City of Kingston by mail or email at [humanresources@kingstontn.gov](mailto:humanresources@kingstontn.gov). The City of Kingston is an Equal Opportunity Employer.**